

VILLAGE OF COLFAX
MUNICIPAL
EMERGENCY
OPERATIONS PLAN

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EMERGENCY TELEPHONE LISTING

<u>AGENCY</u>	<u>EMERGENCY</u>	<u>NON EMERGENCY</u>
Village of Colfax Police Dept.	9-1-1	715*962*3136
Squad cell		715*308*2463
Colfax Community Fire Dept.	9-1-1	715*962*9184
Gary Hill Chief	715*495*7247(C)	
Kyle Repaal Asst. Chief	715*704*9435(C)	
Joe Solberg Inspector		715**559*1801
Colfax Rescue Squad	9-1-1	715*303*3049
Fax		715*303*3049
Medic 7 cell		715*308*4363
Medic 8 cell		715*308*4364
Village Hall		715*962*3311
Fax		715*962*2221
Village of Colfax Public Works 715*962*4441		715*308*0861
Dunn Cty. Emergency Mgmt. (Russel Bauer)	9-1-1	715*231*2981
(Gilgenbach)	9-1-1	715*231*2982
(Kristin Bunch)	9-1-1	(c)715*505*1178
Wisconsin Emergency Management		1*800*943*0003
Dunn Cty. Sheriff	9-1-1	715*232*1348
Dunn Cty. Medical Examiner		715*232*1348
Dunn Cty. Human Services		715*232*1116

After hours	715*232*1348
CHEMTREC	1*800*424*9300
Canadian National Railway	1*800*465*9239
Hospitals	
Mayo Clinic Health System Eau Claire (level 2)	715*838*3242
HSHS Sacred Heart (level 3)	715*717*4222
Mayo Clinic Health System Menomonie (level 4)	715*233*7891
HSHS St Joseph (level 3)	715*717*7220
Mayo Clinic Health System Bloomer (level 4)	715*568*6159
Oakleaf Surgical Hospital	715*895*9555
Marshfield Hospital Eau Claire (level 3)	715*883*3262
Mayo Clinic Health Systems Barron (level 4)	715*537*3186
Urgent Care	
Mayo Clairemont (m-f 8-8sat 9-5sun 9:00-5)	715*838*5340
Marshfield Craig Rd (M-F 8-8 Sat & Sun 8:30-3)	715*858*4500
Marshfield Lake Hallie (M-F 8-8, Sat & Sun 8:30-3)	715*738*3700
Colfax School District Bill Yingst Superintendent	715*962*3155 C 715*828*8482
John Dachel Principal	C 715*619*0106
Trevor Hovde Principal	C 608*381*2788
Polly Rudi Director of Pupil Services	
Chad Johnson Bus Mechanic	C 715*828*8760
Elk Mound School	715*879*5521
Eric Wright Superintendent	715*579*9937
Paul Kling	715*879*5521
Chris Hahn	715*829*0992

Eric Hanson		715*874*5146
XCEL electric emergency		1*800*895*2999
Dunn Energy emergency		715*232*6240
After hours		1*800*924*0630
We Energy gas emergency		1*800*261*5325
American Red Cross		715*235*3700
Salvation Army		715*834*1224
News		
WEAU		715*835*1313
WQOW		715*835*1881
WAXX		715*835*9299
MOOSE		715*830*4000
EC Leader		715*839*0438
Colfax Messenger		715*962*3535
Dunn County News		715*235*3511
Employees		
Lynn Niggemann(Administrator-Clerk -Treasurer)		715*308*9986(c)
Donald Logslett (public works)	715*704*0448(C)	715*962*3306(H)
	Personal cell	715*505*2224
Brett Sajdera		715*497*0347(c)
Rand Bates (Director of Public Works)		715*308*0861(C)
	Personal cell	715*308*3571
Bill Anderson (Police Chief)	715*556*0370(C)	715*568*2408(H)
Don Knutson (Ambulance Director)	715*933*4586(WC)	715*962*3425(H)
(Health Officer),(Emergency Planning)		715*894*7807 (PC)
Sheila Riemer (Deputy Clerk)		715*556*4101(C)

Lisa Hurlburt (Library) 715*828*9329(c) 715*962*4334(h)

Village Board

Gary Stene 715*704*9101 (c)

Annie Jenson 715-556-4110 (C)

Jeff Prince (President) 715*556*3471 (c)

Margaret Burcham 715*505*1435(c)

Jen Rud 715*704*9519 (c)

Carey Davis 715*505*5336 (c)

Clint Best 224*440*6067 (c)

Building Inspector Weber Inspections Fred Weber 715*556*0066

Neighboring Public Works Resources

Mark Levra (Elk Mound) 715*556*4566 715*879*5508

Todd Steinhorst(Elk Mound) 715*456*6273

Kevin Garrett(Elk Mound) 715*829*5044

Rand Bates(Wheeler) 715*308*0861

Myers Septic 715*874*5237

H&H Plumbing 715*962*4155

Logslett Plumbing 715*556*1673

Bear Valley Electric 715*231*3880

LBR Electric 715*933*0787

Excavators

Diggers Hotline 8-1-1 1*800*242*8511

Dean Rubenzer 715*879*5808

Bobcat Pro Todd Higbie 715*556*3336

Grant Paulus Excavating 715*505*0790

Haas	715*669*5469
A1	715*568*4141
Verizon Response Team	1*800*981*9558
DISASTER CLEAN UP SERVICES	
Heavy Duty Dean Rubenzer	715*879*5808
A-1 Excavating	715*568*4141
Haas	715*829*8920
Lorenz	715*643*3223
Medium Duty	
Todd Higbie	715*556*3336
Generator Village of Wheeler	715*632*2449
Fabick Rents	715*874*6440
Pump Express Rental Center	715*834*2727
Tree Service Shackelton Tree Service	715*505*0123
ACA Tree Service	715*205*1000

Emergency Operations Center Alerting List

Lynn Niggemann (Village Administrator/Clerk/Treasurer)

Jeff Prince (President)

Rand Bates Public Works

Bill Anderson Police Chief

Don Knutson EMS

Don Logslett Fire Chief

895.483 CIVIL LIABILITY EXEMPTION, REGIONAL AND LOCAL RESPONSE TEAMS
AND THEIR SPONSORING AGENCIES

PUBLIC LAW §166-323

WISCONSIN STATUTES SHAPTER 166 CITATION CHAPTER 323 CITATION

§116.01, §323.01	DECLARATION OF POLICY
§166.02, §323.02	DEFINITIONS
§166.03(1)(b)1, §323.10	DECLARATION BY GOVERNOR
§166.03(1), §323.12	POWERS & DUTIES OF GOVERNOR
§166.03(2), §323.13	POWERS & DUTIES OF ADJUNCT-GENERAL
§166.03(3)	POWER AND DUTIES OF AREA HEADS
§166.03(4), §323.14	POWER AND DUTIES OF LOCAL GOVERNMENT
§166.03(5), §323.15	POWER AND DUTIES OF HEAD OF EMERGENCY MANAGEMENT
§166.03(5a), §323.01(1)	ROLE OF STATE IN EMERGENCY
§166.03(6), §323.14(2)	EMERGENCY USE OF VEHICLES
§166.03(7), §323.14(2)	COOPERATION
§166.03*8) (a)(c), §323.25	PERSONNEL RESTRICTIONS
§166.03(8)(d)(g), §323.40	RESPONSIBILITY FOR WORKERS COMPENSATION AND LIABILITY OF STATE AND LOCAL UNIT OF GOVERNMENT
§166.03(9), §323.43	BEARING OF LOSES
§166.03(10), §323.45	PROVIDERS OF EQUIPMENT AND OTHER ITEMS
§166.03(11), §323.16	LAW ENFORCEMENT AND POLICE POWER
§166.03(12), §323.01(3)	RED CROSS NOT AFFECTED
§166.03(13), §323.13(1) (dm)	AUTHORITY TO WITHHOLD GRANTS
§166.03(14), §323.28	PENALTIES
§166.04, §323.18	STATE TRAFFIC PATROL AND CONSERVATION WARDENS

§323.18	STATE AGENCY VOLUNTEERS
§166.05, §323.51	EMERGENCY SEAT OF STATE GOVERNMENT
§166.06, §323.52	EMERGENCY TEMPORARY LOCATIONS OF LOCAL UNITS OF GOVERNMENT
§166.07, §323.54	SUCCESSION TO OFFICE: LOCAL OFFICERS
§166.08, §323.54	SUCCESSION TO OFFICE: STATE OFFICERS
§166.08, §323.55	INTERIM SUCCESSORS
§166.09, §323.44	PUBLIC SHELTERS
§166.10, §16.61(3)(d)1,5	PRESERVATION OF ESSENTIAL PUBLIC RECORDS
§166.15, §895.065	RADIOACTIVE WASTE EMERGENCIES
§166.20, §323.60	HAZARDOUS SUBSTANCE INFORMATION AND EMERGENCY PLANNING
§166.21, §323.61	EMERGENCY PLANNING GRANTS
§166.215, §323.70	HAZARDOUS SUBSTANCE EMERGENCY RESPONSE
§166.22, §323.72	LOCAL AGENCY RESPONSE, AND REIMBURSEMENT
§323.72	STRUCTURAL COLLAPSE EMERGENCY RESPONSE
§166.23, §323.14(3)(4)	EMERGENCY POWERS OF CITIES, VILLAGES, AND TOWNS
§166.30, §323.80	EMERGENCY MANAGEMENT ASSISTANCE COMPACT
§323.24	STATE AGENCY VOLUNTEERS
§166.25, §323.24	PROHIBITION AGAINST RESTRICTING FIREARMS OR AMMUNITION DURING EMERGENCY
§166.03(2)(b)8, §323.30	FEDERAL DISASTER ASSISTANCE
§166.03(2)(b)9, §323.31	STATE DISASTER ASSISTANCE (WI DISASTER FUND)

MUTUAL AID AGREEMENTS

SCHOOLS ON (school EOP on file at CRS)

NEIGHBORING GOVERNMENTAL UNITS Pending

PRIVATE PERSONS OR ENTITIES

RED CROSS/SALVATION ARMY

CHURCHES

MABAS DIVISION 117 (Mutual Aid Box Alarm System Dunn Pepin County) On File at Colfax Fire and CRS

ACRONYMS

CP	INCIDENT COMMAND POST
DNR	DEPARTMENT OF NATURAL RESOURCES
DUSO	DUNN COUNTY SHERIFF'S OFFICE
EMS	EMERGENCY MEDICAL SERVICES
EOC	EMERGENCY OPERATIONS CENTER
EOP	EMERGENCY OPERATION PLAN
PIO	PUBLIC INFORMATION OFFICER
UDSR	UNIFORM DISASTER SITUATION REPORT
WEM	WISCONSIN EMERGENCY MANAGEMENT

MUNICIPAL EMERGENCY OPERATIONS PLAN

A. PURPOSE:

This municipal plan has been developed to provide procedures for Colfax government agencies to respond to various types of emergencies or disasters that affect the community. It provides a link to procedures that will be used by the county government since Colfax is part of the county emergency management program. This municipal plan is to be used in conjunction with the Dunn County Emergency Operation Plan (EOP). This municipal plan will be maintained by current standards of the Dunn County EOP and in accordance with the local/municipal government. Review of this municipal plan shall be accomplished concurrently with the county plan.

B. SITUATION AND ASSUMPTIONS:

Several types and hazards pose a threat to the lives, property, or environment in Dunn County. These hazards are outlined in Dunn County Natural Hazards/Mitigation Plan. A copy of this will be located in the County Emergency Operation Center (EOC).

C. CONCEPT OF OPERATIONS:

Municipal officials have primary responsibilities for disasters which take place in the municipality. They will activate the appropriate municipal agencies to deal with the disaster. The chief elected municipal official or the Chair of Public Safety is responsible for coordinating the response of municipal agencies and coordinating the response with county officials if county assistance is necessary.

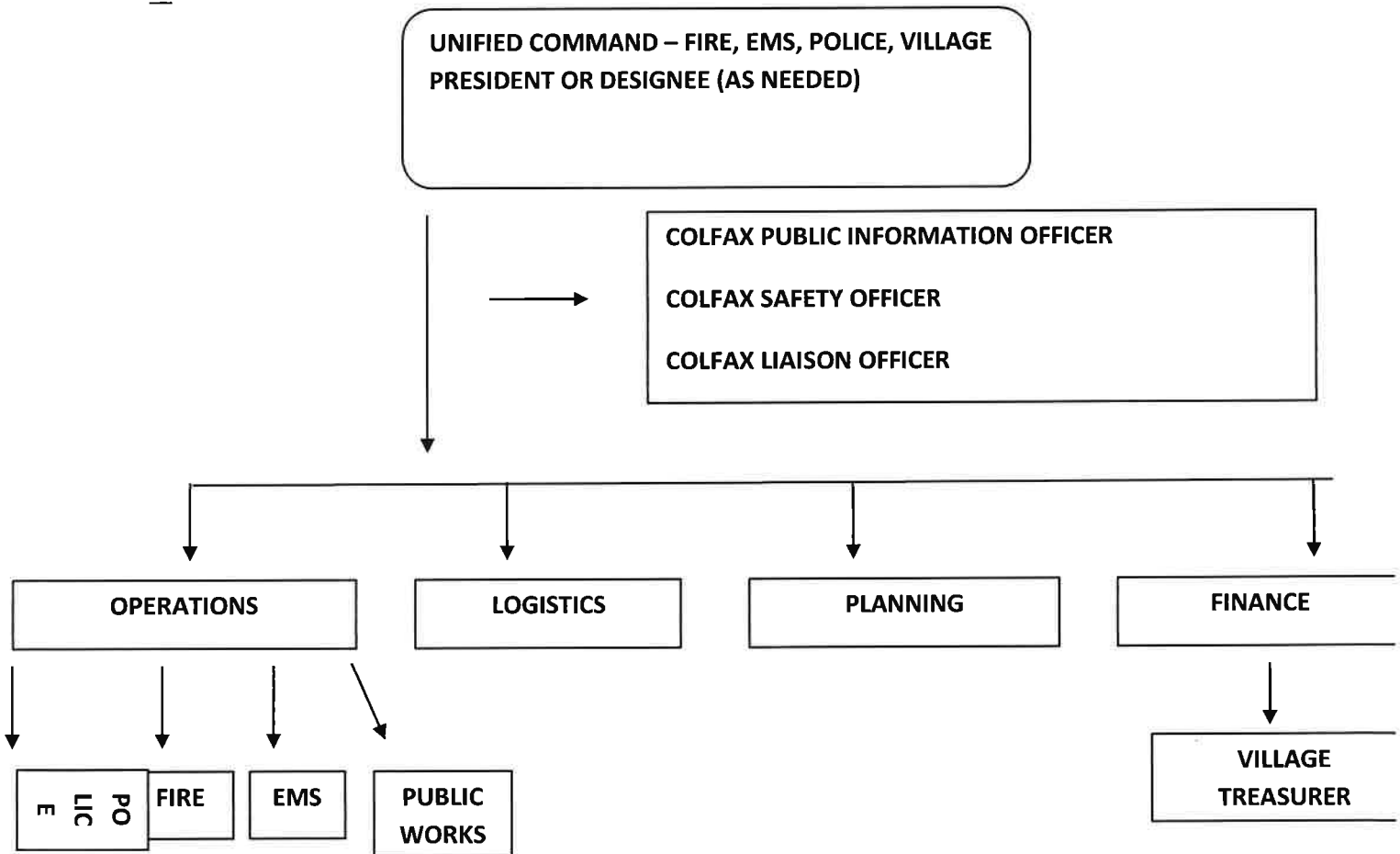
Actions that the municipality and county should consider if this municipal plan is activated.

1. Municipal agencies assess the nature and scope of the emergency or disaster.
2. If the situation is handled locally, do so using procedures in this plan, as appropriate.
 - a. The Emergency Management Director advises the Village President or alternate authority that coordinates all emergency response actions.
 - b. The Village Board President or alternate authority declares a local state of emergency and notifies the Director of Dunn County Emergency Management and Communication of his/her action.

- c. Forward the local state of emergency declaration to the County Emergency Management office.
 - d. The Emergency Management Director activates the County EOC. This facility is located at the Dunn County Judicial Center.
 - e. Municipal emergency response officials/ agencies respond according to the checklist outlined in Attachments A-K.
 - f. The Village Board President directs departments/agencies to respond to the situation.
 - g. The Village Board President issues directives as to travel restrictions on local roads and recommends protective actions if necessary.
 - h. Notify the public of the situation and appropriate actions to take.
 - i. Keep county officials informed of the situation and actions taken.
 - j. List any other procedures as may be appropriate for your municipality.
3. If municipal resources become exhausted or if special resources are required, request county assistance through the County: Dunn County Director of Emergency Management and Communications.
 4. If assistance is requested, the county Director of Emergency Management and Communication assesses the situation and makes recommendations.
 5. The county will do the following (to the extent appropriate):
 - a. Activate the County EOC.
 - b. Implement the County EOP.
 - c. Respond with County resources as requested.
 - d. Activate Mutual Aid agreements.
 - e. Coordinate County resources with municipal resources.
 - f. Notify Wisconsin Emergency Management (WEM) Regional Director.
 - g. Forward Uniform Damage Situation Report (UDSR) form.
 - h. Assist municipalities with prioritizing and allocating resources.
 6. If municipal and county resources are exhausted, The County Emergency Management Director can request state assistance through Wisconsin Emergency Management (WEM).
 7. If State assistance is requested, the WEM Administrator in conjunction with the Regional Director, County Emergency Management Director and Municipal Emergency Management Coordinator assesses the disaster or emergency situation and recommends that personnel, services, and equipment be made available for response mitigation or recovery.
 8. After completing the assessment, the WEM Regional Director immediately notifies the State WEM Administrator.
 9. The State Administrator of Wisconsin Emergency Management notifies the Governor and makes recommendations.
 10. If State assistance is granted, procedures will be followed as stated in the Wisconsin Emergency Response Plan (WERP) and the County EOP.

D. EMERGENCY OPERATION PLANNING SPAN AND CONTROL CHART

E.



F. RESPONSIBILITIES AND TASKS:

See attachments A-K for emergency responsibilities of key officials in your jurisdiction.

G. RESOURCE MANAGEMENT

Additional support from Dunn County Departments may include:

1. DUSO

2. Dunn Highway Department
3. Dunn Human Services
4. Dunn Public Health
5. Dunn Emergency Management
6. Dunn District Attorney

Support from private agencies volunteer groups:

1. American Red Cross
2. Salvation Army
3. Sand Creek Fire AirBoat
4. Don Arvold Helicopter 715*977*0022
5. Civil Air Patrol

Support from State and Federal Agencies/Volunteer Groups:

Information and assistance in securing state or federal support may be obtained by contacting the County Emergency Management Director. Requests for National Guard assistance should be channeled through the County Emergency Management Director to the WEM Regional Director to the WEM Administrator.

PLAN DEVELOPMENT AND MAINTENANCE:

The Village of Colfax EOP Development will be updated yearly by May 1st with input from each department head and the Village Board and will be evaluated after each incident.

After all revisions are made a revised copy will be sent to Dunn County Emergency Management.

Jeff Prince, Village President

Date

Public Safety Chair (EM Director), Margaret Burcham

Date

Lynn Niggemann, Administrator/Village Clerk/Treasurer

Date

William Anderson, Police Chief

Date

Rand Bates, Public Works

Date

Gary Hill, Fire Chief

Date

Donald Knutson, Ambulance Director, Emergency Planning Coordinator
Date

NOTIFICATIONS:

Outdoor Warning Siren:

1. The Siren is activated remotely from Dunn County Dispatch.
2. If the siren fails to be activated it can be manually activated from Colfax Rescue ambulance bay, Direction is posted on the siren box.
3. The Siren is powered by 4–12-volt batteries with a trickle charger.
4. The siren is activated for Severe Thunderstorm Warnings (Severe Thunderstorms are occurring -hail wind etc.) and Tornado Warnings Only! (Tornado has been spotted or Radar indicates a tornado is present.)
5. Siren activation is meant to notify people to check the radio, tv stations, or phone app to monitor the weather. It does not mean evacuation; it is purely a notification device.
6. The Siren is maintained by ECS Emergency communication System 1*920*585*4000 out of Freedom WI 54130

Code Red;

1. Village Residents can also sign up for phone (cell and landline) notifications through the Dunn County Emergency Government Website.
2. This system will be used for non-weather-related Village notifications, such as water emergency shut off road detours, evacuations, etc.
3. Village of Colfax will Notify the Emergency Management office and they will put the notification out.

4. This is an efficient system of notification but it only will go to those who pre-register!

Media:

The Village will also issue a press release to the Media listed in this plan for other non-weather related emergencies.

ATTACHMENT A

Village Board President

Key action checklists

This attachment is designed to identify the responsibilities and tasks of the village board president and provide a checklist of actions to consider when this municipal plan is activated.

The Village Board President or designated alternate is responsible for the overall management of the Village of Colfax. The following tasks represent a checklist of actions that will be considered in an emergency or disaster situation.

The Village President should:

1. Ensure that the Village Emergency Management Director has activated / or is activating the Emergency Operation Center(EOC)/Command Post (CP)
2. Report to the EOC/CP
3. Ensure that the Village Emergency Management Director provides an initial damage assessment and casualty report.
4. Ensure that the Village Emergency Management Director and the Village officials brief the EOC staff as to the status of the disaster.
5. Be ready to issue a declaration of emergency.
6. Ensure the Village Public Information Officer (PIO) is notified (Police Chief, Village President or Public Safety Chair) and reports to the EOC.
7. In consultation with the Village, the Emergency Management Director determines whether or not the county, state, or federal assistance should be requested. (Village/County resources must be fully committed before state or federal assistance will be available. If assistance is requested, specify the type and amount of assistance needed.

ATTACHMENT B

VILLAGE EMERGENCY MANAGEMENT DIRECTOR

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE VILLAGE EMERGENCY MANAGEMENT DIRECTOR AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Village Emergency Management Director coordinates all components of the emergency management program in the Village of Colfax. Including hazard analysis, preparedness, mitigation response, and recovery activities for all natural and technological disasters/emergencies. The following tasks represent a checklist of actions departments should consider.

VILLAGE EMERGENCY MANAGEMENT DIRECTOR/COORDINATOR SHOULD:

1. Report to the Village EOC
2. Ensure that Village officials and County Emergency Management Director are being notified, key facilities warned, siren activated, etc.
3. Activate the Village EOC (See EOC alerting list). Make sure that it is fully operational and the EOC staff have reported/are reporting to it.
4. Obtain initial Uniform Disaster Situation Report (UDSR) and other relevant information. Relay this information to the Village Board President and the County Emergency Management Director.
5. Conduct regular briefings of EOC staff as to the status of the situation.
6. Evaluate available resources, including personnel, by checking with EOC staff. If deficiencies exist, take action to obtain the needed resources.
7. Ensure that all department/agency heads have begun to keep separate and accurate records of disaster related expenditures.

ATTACHMENT C

VILLAGE ADMINISTRATOR/CLERK/TREASURER

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE RESPONSIBILITIES AND TASKS OF THE VILLAGE ADMINISTRATOR/CLERK/TREASURER AND PROVIDE A CHECKLIST OF ACTIONS TO CONSIDER WHEN A MUNICIPAL PLAN IS BEING ACTIVATED.

The Village Administrator/Clerk/Treasurer is responsible for their assigned activities in the Village of Colfax. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

Village Administrator/Clerk/Treasurer should:

1. Report to the Village EOC/CP if requested.
2. Notify board members of the incident and response requested.
3. Maintain records indicating Village expenses incurred due to the disaster.
4. Assist in the damage assessment process by:
 - Provide information regarding the dollar value of property damage as a result of the disaster.
 - Provide information (name, telephone number, etc.) regarding the owners of property which have been damaged/destroyed as a result of the disaster.
5. Delegate authority to department directors to permit acquisition of equipment and supplies needed following a disaster.
6. Assign department directors account numbers to which emergency expenditures may be charged.

ATTACHMENT D

POLICE DEPARTMENT WARNING / COMMUNICATIONS KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT OR AGENCY IN THE VILLAGE RESPONSIBLE FOR WARNING AND COMMUNICATIONS ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Police Department, located at 613 Main St, is responsible for warning and communication activities in the Village of Colfax. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Notify the following:
 - a. Municipal Emergency Management Director.
 - b. County Emergency Management Director.
 - c. Municipal EOC representatives.
 - d. Special facilities.
2. Ensure all agencies represented in the Municipal EOC have communications both to their staff at their department offices and their staff at the incident site.
3. Verify the Outdoor Warning SIREN has sounded.
4. Establish communication with the county EOC via phone, fax, email, etc.
5. Establish communications with the command post (CP).

ATTACHMENT E

LAW ENFORCEMENT

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO PROVIDE A LIST OF ACTIONS THE MUNICIPAL POLICE DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. THE MUNICIPAL POLICE DEPARTMENT HAS MUTUAL AID AGREEMENTS COVERED BY WISCONSIN STATUTES INVOLVING ALL WISCONSIN LAW ENFORCEMENT AGENCIES:

The Village of Colfax Police Department is responsible for law enforcement activities in the Village of Colfax. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Ensure that all Police Department staff have been notified and that they report as the situation directs.
2. Directs the designated law enforcement representative to report to the Village EOC/CP.
3. Secure the affected area and perform traffic and crowd control.
4. Participate in warning the public as situation warrants see Attachment D.
5. Determine scope of the incident as to immediate casualties/destruction and whether the incident has the potential to expand and escalate.
6. Direct officer(s) to close off the damage site area to stop all inbound traffic. Set up an emergency pass system.
7. To report the above information to appropriate law enforcement agencies.
8. Establish a staging area in the municipality; designate a CP and establish initial command until relieved.
9. If appropriate and if available, dispatch a communication vehicle (MOBILE COMMAND TRUCK) to the scene of the disaster.
10. Enforce curfew restrictions in the affected area.

11. Coordinate the removal of vehicles blocking evacuation of other response activities.
12. As necessary, shelter in place or evacuate prisoners as soon as appropriate from the affected area.
13. Assist the medical examiner with mortuary services
14. Assist with search and rescue activities
15. If the County EOC is activated, establish and maintain contact with the person representing law enforcement.
16. Try to anticipate your departments' needs for manpower and equipment 24 hours in advance. If additional assistance is needed, utilize mutual aid agreements with other police departments.

ATTACHMENT F

HUMAN SERVICES

KEY ACTION CHECKLIST

THIS ATTACHMENT IS DESIGNED TO PROVIDE THE COUNTY DEPARTMENT OF HUMAN SERVICES WITH THE RESPONSIBILITY FOR PROVIDING HUMAN SERVICES WITHIN THE VILLAGE OF COLFAX. HOWEVER, A LIASON FROM THE MUNICIPALITY SHOULD BE APPOINTED TO ASSIST THE COUNTY HUMAN SERVICES DIRECTOR WITH IMPLEMENTING TASKS ASSIGNED IN THE COUNTY EOP. IT IS RECOMMENDED THAT THE PERSON SELECTED BE FROM A DEPARTMENT OR AGENCY WITHIN THE MUNICIPALITY WITH HUMAN SERVICES TYPE RESPONSIBILITIES. THE PERSON SELECTED SHOULD BE FAMILIAR WITH THE HUMAN SERVICES ANNEX OF THE COUNTY EOP SO THAT HUMAN SERVICES TASKS IN THE MUNICIPAL PLAN ARE CARRIED OUT. THIS PERSON WILL WORK CLOSELY WITH THE County HUMAN SERVICES DIRECTOR SO THAT MUNICIPAL COUNTY RESOURCES CAN BE PRIORITIZED AND COORDINATED. THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE PERSON IN THE MUNICIPALITY RESPONSIBLE FOR HUMAN SERVICES ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS PERSON WILL CONSIDER WHEN THE MUNICIPAL PLAN IS ACTIVATED.

The Village Clerk or Clerk designate will serve as human services coordinator in the Village of Colfax and is responsible for human services activities in the Village of Colfax. The Coordinator will organize human services activities with a representative from the Dunn County Department of Human Services. This person will keep the County Human Services Director informed of all human services activities performed, underway, or planned within the municipality. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation.

1. Coordinate activities of municipal agencies which provide human services type services (identified in County resource manual).
2. Report to the EOC.
3. Coordinate with the Red Cross in the opening and managing shelters in the municipality.
4. Ensure canteen is set up to feed emergency workers in the municipality.
5. Work with the Red Cross/Salvation Army in providing food and clothing to disaster victims. Provide emergency assistance to persons with special needs.
6. Provide necessary outreach services to citizens affected by the emergency/disaster.
7. Distribute emergency literature to disaster victims given instruction and assistance to their immediate needs.
8. Provide psychological counseling and crisis intervention to disaster victims.
9. If County EOC is activated, establish and maintain contact with the person representing Human Services. If the county EOC is not activated, establish and maintain contact with the County Human services Officer directly at the Dunn County Department of Human Services.

ATTACHMENT G

PUBLIC WORKS

KEY ACTION CHECKLIST

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT OR AGENCY IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC WORKS ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. THIS DEPARTMENT UPON NOTIFICATION MAY RESPOND DIRECTLY TO THE EOC/CP

The Public Works Department is responsible for public works activities in the Village of Colfax. The following tasks represent a checklist of actions this Department should consider in an emergency or disaster situation.

1. Ensure that all department personnel have been alerted and that they report as the situation directs.
2. Report to the Village EOC/CP
3. Review the disaster situation with field personnel and report the situation to the Village Emergency Management Director.
4. Maintain transportation routes.
5. If necessary, coordinate flood fighting activities, including sandbagging, emergency diking, and pumping operations.
6. Coordinate with law enforcement travel restrictions/road closures within the Village.
7. Provide emergency generators and lighting.
8. Assist with traffic control and access to the affected area.
9. Assist with search and rescue activities as requested.
10. Assist private utilities with the shutdown of gas and electric services.
11. As necessary, establish a staging area for public works.
12. Report public facility damage information to the damage assessment team.
13. If the County EOC is activated, establish and maintain contact with the County Highway Commissioner.

ATTACHMENT H

PUBLIC HEALTH SERVICES/EMERGENCY MEDICAL SERVICES

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE PERSON IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC HEALTH SERVICES AND EMERGENCY MEDICAL SERVICES (EMS) ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS PERSON SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED. PUBLIC HEALTH AT THE COUNTY LEVEL WILL WORK WITH THE EMS LEVEL SO THAT MUNICIPAL RESOURCES CAN BE PRIORITIZED AND COORDINATED. AMBULANCE DISTRICTS ARE TRAINED IN TRIAGE AND ARE INVOLVED IN PATIENT TRANSPORTATION. THE PUBLIC HEALTH LIAISON NEEDS TO BE AWARE OF THE NECESSITY OF COORDINATING AMBULANCE ACTIVITIES.

The Ambulance Director will serve as the Public Health and EMS liaison in the Village of Colfax and is responsible for public health and EMS activities in the Village of Colfax. He/she will coordinate health services activities with a representative from Dunn County Health Department. The following tasks represent a checklist of actions this person should consider in an emergency or disaster situation.

1. Assist in evacuating nursing homes, hospitals, and other medical facilities as needed.
2. Coordinate emergency medical care to victims (hospitals and ambulance)
3. Assure that public health needs of disaster victims are met.
4. Assume primary operational control for health-related emergencies such as pollution, contaminations, diseases, and epidemics.
5. Establish a triage area for victims.
6. Establish a staging area in the municipality.

ATTACHMENT I

PUBLIC INFORMATION

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT IN THE MUNICIPALITY RESPONSIBLE FOR PUBLIC INFORMATION ACTIVITIES AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The PIO is responsible for public information activities in the Village of Colfax. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. The public information officer (PIO) will function as the sole point of contact for the news media and public officials.
2. Maintain liaison with the EOC and CP to stay abreast of the situation.
3. Establish a news media briefing room and brief the media at periodic intervals.
4. If the situation escalates and the County EOC is activated, coordinate with the County PIO to prepare news releases.
5. Conduct press tours of disaster areas within the Village as the situation stabilizes.
6. Assist the county in establishing a Joint Public Information Center (JIC).
7. Assist the County with establishing rumor control.
8. Issue protective action recommendations or public service advisories as directed by the Village President.
- 9. All staff and elected officials must refer the media to the public information officer or designee who will assume responsibility for issuing public statements during an emergency.**
- 10. Designated P.I.O.= Shall be the Chief of Police**

Alternate P.I.O. Village Administrator-Clerk-Treasurer
Ambulance Director
Fire Chief
Director of Public Works
Village President

During an emergency:

- Work closely with other agencies, such as law enforcement, police, fire EMS public works in determining what information to release.
- Establish a media information center away from the affected area.
- Update the media regularly.
- Maintain a log of media inquiries.

Media Statement:

- Create a general statement about what happened.
- Emphasize Safety of residents.
- Briefly describe agency responses
- Issue a brief statement consisting of only facts.
- Do not release names or conditions to the media until families have been notified.
- Inform the people where they should go or who to contact for further help.

ATTACHMENT J

FIRE SERVICES

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO PROVIDE A LIST OF ACTIONS THE MUNICIPAL FIRE DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Colfax Community Fire Department is responsible for all fire services activities in the Village of Colfax. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Establish and respond to designated staging areas, CP or Village EOC as directed by on scene personnel.
2. Assist law enforcement in warning the affected population.
3. Rescue injured trapped persons
4. Protect critical facilities and resources.
5. Designate a person to record the arrival and deployment of emergency personnel and equipment.
6. Assist law enforcement with evacuation if needed.
7. Assist the municipal public works department and utilities with shutting down gas and electric services, if necessary.
8. Assist with traffic control.
9. Assist with debris clearance.
10. If the County EOC is activated, establish and maintain contact with the person representing fire services.
11. If the Regional Hazardous Materials Team is needed for a type 1 response; obtaining assistance through WEM duty officers.

12.If additional assistance is necessary, utilize mutual aid agreements and contracts with other fire departments.

ATTACHMENT K

DAMAGE ASSESSMENT

KEY ACTION CHECKLISTS

THIS ATTACHMENT IS DESIGNED TO IDENTIFY THE DEPARTMENT IN THE MUNICIPALITY RESPONSIBLE FOR COLLECTING DAMAGE ASSESSMENT INFORMATION AND PROVIDES A LIST OF ACTIONS THIS DEPARTMENT SHOULD CONSIDER WHEN THIS MUNICIPAL PLAN IS ACTIVATED.

The Director of Public Works is responsible for damage assessment activities in the Village of Colfax. The Public Works Director will also implement the water/waste water disaster plan. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation.

1. Report to the Village EOC or CP
2. Record initial information from first responders such as law enforcement public works or fire services.
3. Activate the damage assessment team which consists of the following municipal departments: Public Works, Police, are responsible for public damage assessment and the Village Building Inspector is responsible for private damage assessment.
 - a. Within first 2-3 hours: Complete preliminary UDSR form:
 1. The number of fatalities
 2. The number of Critical/minor injuries.
 3. The number of homes/businesses damaged/destroyed.
 4. The number of power telephone lines, poles are damaged.
 5. The number of public facilities such as highways, roads, bridges, etc. is damaged.
 6. The number of people who are homeless or in shelters.

- b. Within 8 hours:
 - 1. Recount items 1-6
 - 2. Complete another UDSR, estimating public and private damage.
 - 3. Video tape/and or take photos of the major damage.
 - c. Within 24 hours:
 - 1. Update items 1-6
 - 2. Complete updated UDSR.
4. Provide damage assessment information to the appropriate Village Officials and County Emergency Management director to assist in the preparation of the UDSR.
 5. If the situation warrants, assist the Village Board President with the preparation of a local state of emergency declaration and forward to the Director of Dunn County Emergency Management.
 6. Plot Damage assessment information on status boards in the municipal EOC and locate damaged sites on a map.
 7. Record all expenditures for municipal personnel, equipment, supplies, services, etc. and track resources being used.
 8. Prepare reports for the Municipal Public Information Officer.

Pandemic/ Infectious Emergency:

The Village of Colfax will follow CDC guidelines, State of Wisconsin Guidelines/Orders, and Dunn County Health Department recommendations/orders as established for the emergency. Keeping in mind Village operation is essential to the life and safety of its residents. The Village operations must continue no matter what the disease is to provide safe water/sewer, public safety, and general government operation that can only be accomplished through safety planning and everyone working as a team regardless of political interest or personal opinions. Whether Village employees, elected officials are leaders and people notice what they do, so it is of the utmost importance that people representing the Village follow the recommendation/guidance/orders to present a unified front. People will not follow leaders if leaders cannot follow guidance.

Village Departments will:

1. Conduct a review of practices as to how best to comply with recommendations/guidelines/orders that have been issued to protect employees and citizens to prevent spread of the disease.
2. Implement scheduling/staffing changes with Village Board Approval to maintain a workforce and minimize exposure. Possibly including working remotely as jobs will allow.
3. Implement disinfection procedures within their department to minimize exposure to contagions.
4. Public meeting areas/parks shall be limited based on recommendations/guidelines/orders as to spacing, occupancy and personal protective devices.
5. Meetings are to be in virtual form to minimize exposures of elected officials, staff and public.

Department heads will keep a list of all increased expenses incurred and submit them to the Village Clerk/Treasurer/Administrator for possible reimbursement through State or Federal programs.

6. Employees who report to work sick or become sick will be sent home immediately and asked to stay home until they are shown not to be contagious. Employees who knowingly show up at work sick without being proven not to be contagious could face disciplinary action.

Village Departments will:

7. Conduct a review of practices as to how best to comply with recommendations/guidelines/orders that have been issued to protect employees and citizens to prevent spread of the disease.
8. Implement scheduling/staffing changes with Village Board Approval to maintain a workforce and minimize exposure. Possibly including working remotely as jobs will allow.
9. Implement disinfection procedures within their department to minimize exposure to contagions.
10. Public meeting areas/parks shall be limited based on recommendations/guidelines/orders as to spacing, occupancy and personal protective devices.
11. Meetings are to be in virtual form to minimize exposures of elected officials, staff and public.
12. Department heads will keep a list of all increased expenses incurred and submit them to the Village Clerk/Treasurer/Administrator for possible reimbursement through State or Federal programs.
13. Employees who report to work sick or become sick will be sent home immediately and asked to stay home until they are shown not to be contagious. Employees who knowingly show up at work sick without being proven not to be contagious could face disciplinary action.

14. The Village health officer will maintain communication with the Dunn County Health Director on a regular basis to receive the most up to date information as is available. Keeping in mind pandemics or infectious outbreaks can evolve rapidly the Village health officer will give updates to the Clerk/Treasurer/Administrator as events evolve.

Frequencies

Radio Programming Guide

West Central Interoperability Alliance

Mobile Receive	Mobile TX Tone	Mobile Transmit	Mobile TX Tone	Bandwidth	Agency	8 Char Display	12 Char Display	Name	Notes
155.5200	77.0	156.1500	77.0	Wide	All	BNEM	BNEM	Barron County	coordinated
155.1300	77.0	156.0750	77.0	Wide	All	CLEM	CLEM	Clark County	coordinated
155.6700	77.0	154.7700	77.0	Wide	All	DUEM	DUEM	Dunn County	coordinated
151.1000	77.0	159.1050	77.0	Wide	All	ECEM	ECEM	Eau Claire County	in coordination
154.7400	74.4	155.9700	74.4	Wide	All	JAEM	JAEM	Jackson County	in coordination
155.5800	77.0	154.8300	77.0	Wide	All	LCEM	LCEM	La Crosse County	in coordination
155.7300	77.0	159.0450	77.0	Wide	All	PEEM	PEEM	Pepin County	need Washington Co MN LOC
155.8050	77.0	159.0000	77.0	Wide	All	PEEM	PEEM	Pierce County	in coordination
151.2500	77.0	154.9500	77.0	Wide	All	SCEM	SCEM	St. Croix County	in coordination
155.8350	74.4	154.9500	74.4	Wide	All	TREM	TREM	Trempealeau County	in coordination
STATEWIDE MUTUAL AID/INTEROPERABILITY									
155.4750	CS	155.4750	156.7	Wide	Law	WISPERN	WISPERN	Wisconsin Police Emergency Radio Network	
155.3700	CS	155.3700	146.2	Wide	Law	POINT	POINT	Point to Point / Police Interoperability	
151.2800	136.5	153.8450	136.5	Wide	All	MARC1	MARC1	Mutual Aid Radio Channel Repeater	
151.2800	136.5	151.2800	136.5	Wide	All	MARC2	MARC2	Mutual Aid Radio Channel Car to Car	
154.0100	71.9	154.0100	71.9	Wide	All	MARC3	MARC3	Mutual Aid Radio Channel Tactical	formerly WISTAC 2
154.1300	82.5	154.1300	82.5	Wide	All	MARC4	MARC4	Mutual Aid Radio Channel Tactical	formerly WISTAC 3
154.2650	CS	154.2650	210.7	Wide	Fire	IFERN	IFERN	Interagency Fire Emergency Radio Network	
153.8300	CS	153.8300	69.3	Wide	Fire	FG RED	FG RED	Fireground Red	
154.2800	CS	154.2800	74.4	Wide	Fire	FG WHITE	FG WHITE	Fireground White	
154.2950	CS	154.2950	85.4	Wide	Fire	FG BLUE	FG BLUE	Fireground Blue	formerly FIRECOM
153.8375	91.5	153.8375	91.5	Narrow	Fire	FG GOLD	FG GOLD	Fireground Gold	
154.2725	94.8	154.2725	94.8	Narrow	Fire	FG BLACK	FG BLACK	Fireground Black	
154.2875	136.5	154.2875	136.5	Narrow	Fire	FG GRAY	FG GRAY	Fireground Gray	
154.3025	67.0	154.3025	67.0	Narrow	Fire	IFERN2	IFERN2	Interagency Fire Emergency Radio Network 2	
156.0000	136.5	156.0000	136.5	Wide	All	WEM CAR	WEM CAR	WEM Car to Car	
155.3400	CS	155.3400	D156	Wide	EMS	EMS B	EMS B	State EMS Basic	each hospital has a tone
155.2800	D156	155.2800	D156	Wide	EMS	EMS C	EMS C	State EMS Coordination	each hospital has a tone
155.4000	CS	155.4000	D156	Wide	EMS	EMS A	EMS A	State EMS Advanced	each hospital has a tone
155.1600	127.3	155.1600	127.3	Wide	All	NATSAR	NATSAR	Search & Rescue	
155.7525	156.7	155.7525	156.7	Narrow	All	VCALL	VCALL	VHF Calling	
151.1375	156.7	151.1375	156.7	Narrow	All	VTAC1	VTAC1	VHF Tactical 1	
154.4525	156.7	154.4525	156.7	Narrow	All	VTAC2	VTAC2	VHF Tactical 2	
158.7375	156.7	158.7375	156.7	Narrow	All	VTAC3	VTAC3	VHF Tactical 3	
159.4725	156.7	159.4725	156.7	Narrow	All	VTAC4	VTAC4	VHF Tactical 4	
V3 04/06/06									

Wisconsin State Patrol

Bureau of Communications

Frequency Specialist Carl Guse

1st DRAFT March 2010, adopted: June 12, 2017, Reviewed 5/2018, Submitted for Review 5/2019, Reviewed 7/2021, 6/2022. SUBMITTED FOR REVIEW 6/1/2023

1-21	155.580000	154.830000	W	77.0	<	LCEM	H	1	Inc
1-22	155.730000	159.045000	W	77.0	<	PEEM	H	1	Inc
1-23	155.805000	159.000000	W	77.0	<	PCEM	H	1	Inc
1-24	151.250000	154.950000	W	77.0	<	SCEM	H	1	Inc
1-25	155.835000	154.950000	W	74.4	<	TREM	H	1	Inc
1-26	155.520000	156.150000	W	77.0	<	BNEM	H	1	Inc
1-27	155.130000	156.075000	W	77.0	<	CLEM	H	1	Inc
1-28	155.595000	159.150000	W	77.0	<	DUNN 50 WHLR	H	1	Inc
1-29	155.340000	<	W	136.5		BLOMMER HOSP	H	1	Inc
1-30	155.340000	<	W	114.8	<	ST JOSEPHS	H	1	Inc
1-31	155.340000	<	W			STATEWIDE EM	H	1	Inc
1-32	154.430000	153.770000	W	103.5	167.9	CFPD W TWR	H	1	Inc
1-33	154.190000	<	W	136.5	<	COLFAX FIRE	H	1	Inc
1-34	155.340000	<	W	82.5	<	BARRON HOSP	H	1	Inc
1-35	154.145000	<	W	77.0	<	ELK MOUND FD	H	1	Inc
1-36	155.585000	154.650000	W	77.0	<	DUNN 50 MEN	H	1	Inc
1-37	154.190000	<	W	100.0	<	SAND CREEK	H	1	Inc
1-38	151.235000	153.890000	W	141.3	82.5	BARRON CO F	H	1	Inc
1-39	162.400000	<	W			WEATHER	H	1	Inc

Icom Inc.

CH	Atr	Frequency (MHz)				C.Tone			Scan List						
		RX	TX	TX Inh	TX Inh	RX	TX	SQL Tight	Com- pander	TOT	RF PWR	Lock -out	Scan List	Inc	
1- 1	AB	158.775000	153.800000			91.5	<				H			1	Inc
1- 2		154.055000	<			71.9	<				H			1	Inc
1- 3		158.775000	<			91.5	<				H			1	Inc
1- 4		158.775000	153.800000			91.5	127.3				H			1	Inc
1- 5		155.340000	<				100.0				H			1	Inc
1- 6		155.340000	<				110.9				H			1	Inc
1- 7		155.370000	<				146.2				H			1	Inc
1- 8		155.475000	<				156.7				H			1	Inc
1- 9		151.280000	153.845000			136.5	<				H			1	Inc
1- 10		151.280000	<			136.5	<				H			1	Inc
1- 11		154.010000	<			71.9	<				H			1	Inc
1- 12		154.130000	<			82.5	<				H			1	Inc
1- 13		155.670000	154.770000			77.0	<				H			1	Inc
1- 14		154.265000	<				210.7				H			1	Inc
1- 15		153.830000	<				68.3				H			1	Inc
1- 16		154.280000	<				74.4				H			1	Inc
1- 17		154.295000	<				85.4				H			1	Inc
1- 18		155.160000	<			127.3	<				H			1	Inc
1- 19		151.100000	159.105000			77.0	<				H			1	Inc
1- 20						74.4	<				H			1	Inc

DUEFN
 WILL CLFX
 DUEFC
 DUEFS
 RCMC
 S/H LUTHER
 POINT
 WISPERN
 MARC 1
 MARC 2
 MARC 3
 MARC 4
 DUEM
 IFERN
 FG RED
 FG WHITE
 FG BLUE
 NATSAR
 ECEM
 JAEM

Possible Shelter Locations (Coordinate with American Red Cross)

1. Colfax Public Schools.
2. Colfax Health and Rehab.
3. Colfax Lutheran Church.
4. Colfax Methodist Church.
5. Colfax Municipal Building(s).
6. Elk Mound Public Schools.
7. Dunn County Government Building(s).
8. Wheeler storm shelter.
9. Bloomer Public Schools.

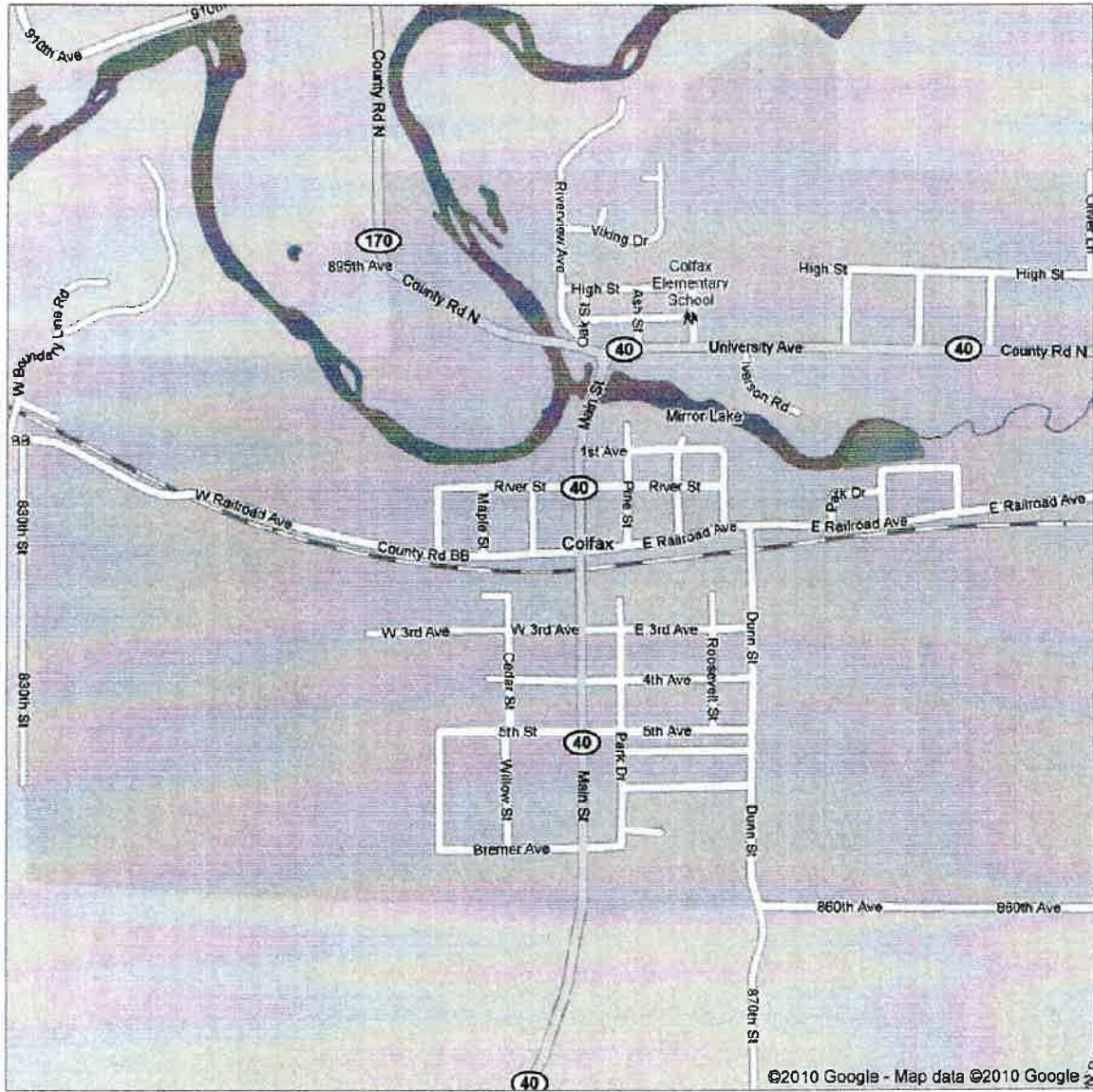

List of facilities and chemicals present:

1. Cedar Country Co-op (Propane Storage Tanks, gas, diesel, ethanol).
2. Woods Run Forest Products (Wolmanac, Protectol, Mold inhibitor, SBX,).
3. Big Timber Saw Mill (Antiblu brighter).
4. We Energy (natural gas pipeline,).
5. Express Mart (diesel, gasoline).
6. Colfax Agrow (pesticides, fertilizers).
7. Colfax Public Schools (gasoline, Propane).
8. Commercial Testing Lab (various chemicals/acids).
9. Timber Technologies (laminating adhesives).
10. Ferrell Gas (propane)** outside village may affect village during a disaster.
11. Crossroad Ag (fertilizers, pesticides, propane, gasoline, diesel, anhydrous ammonia) ** outside Village may affect Village during Transport.
12. Canadian National Railroad may contain hazardous materials as they pass through the Village affecting the Village in a disaster.
13. Highways 40 and 170 may allow vehicles carrying hazardous materials through town.

Maps:

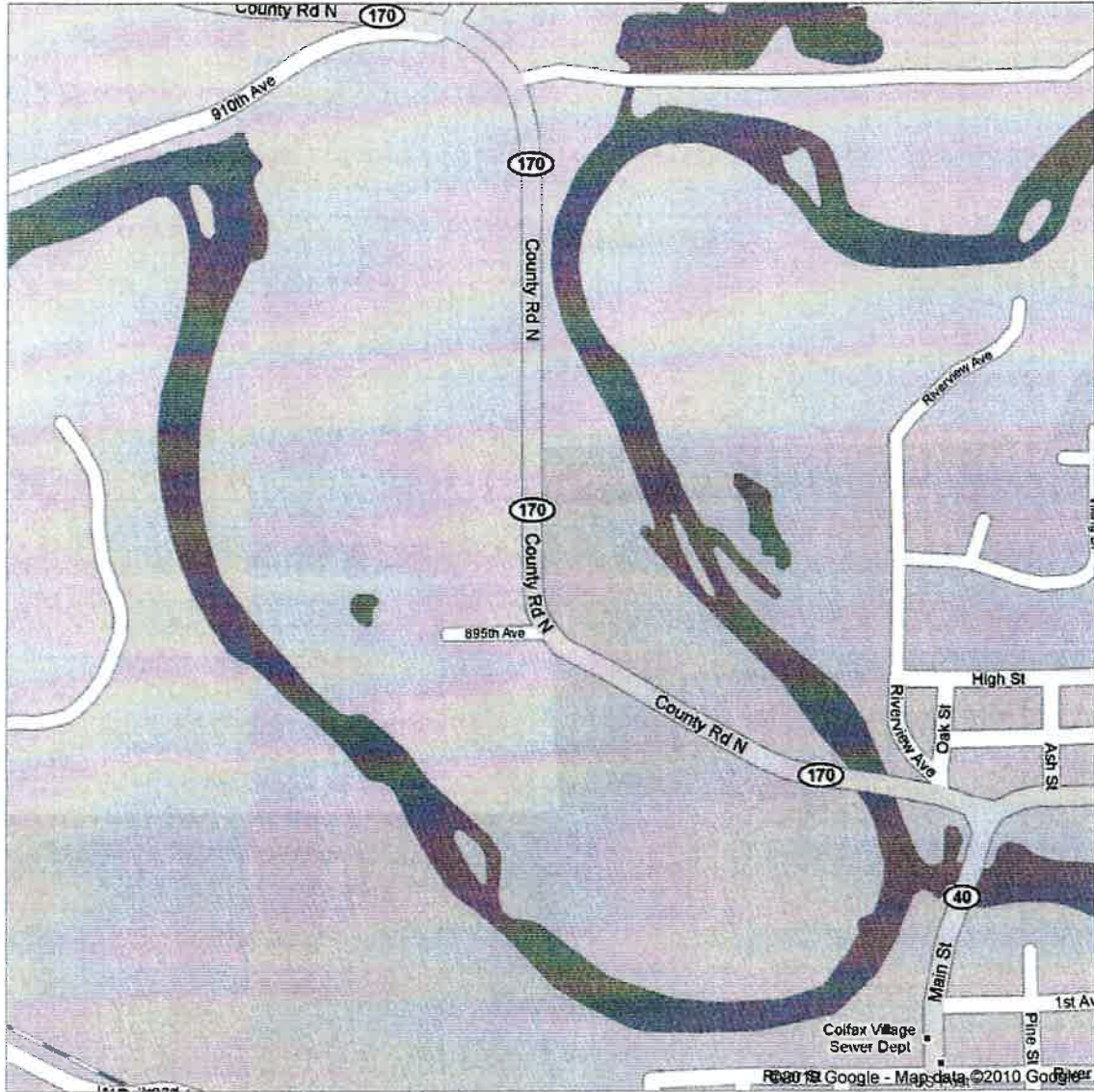

Google maps

Get Google Maps on your phone
Text the word "GMAPS" to 466453



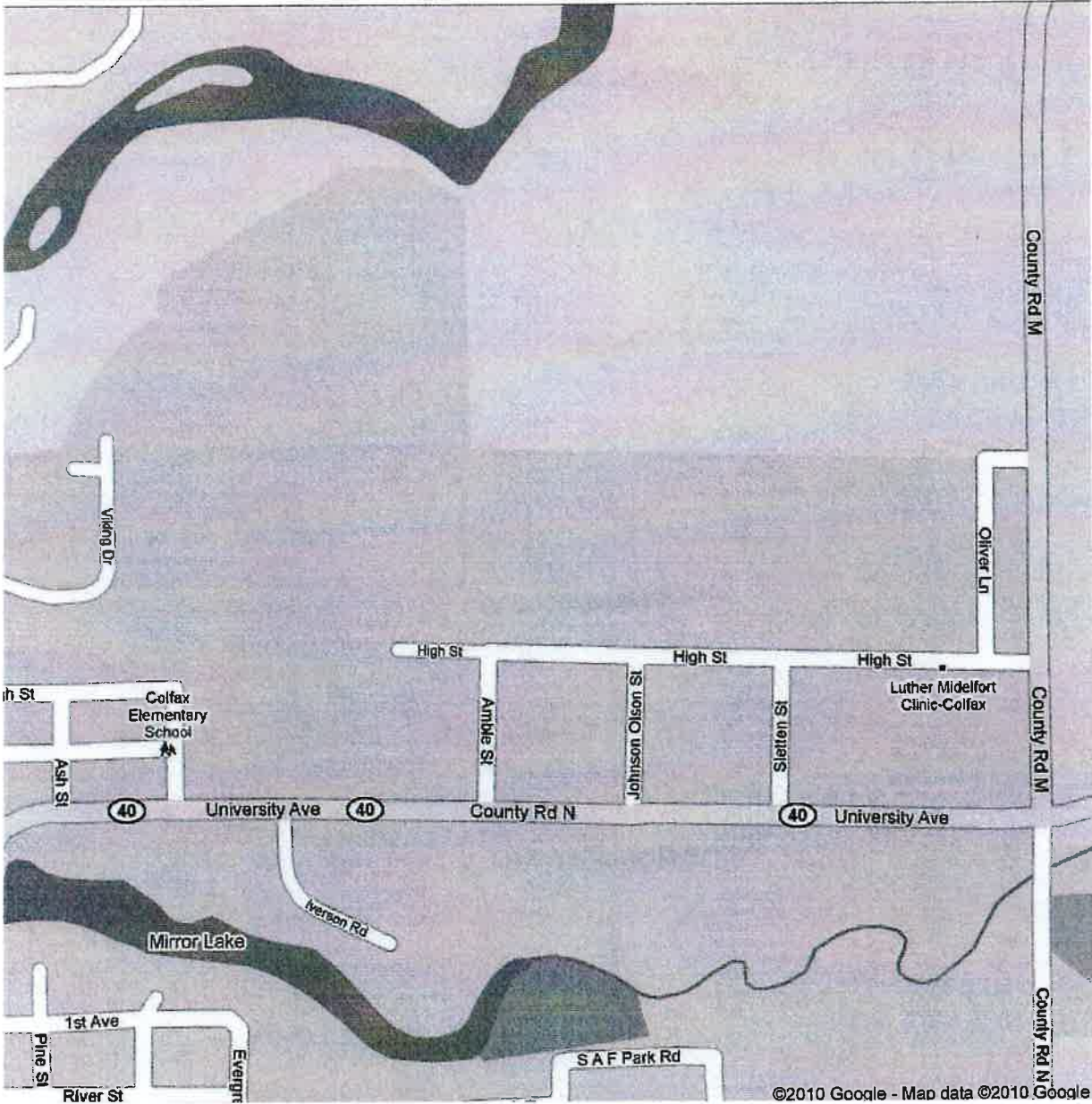
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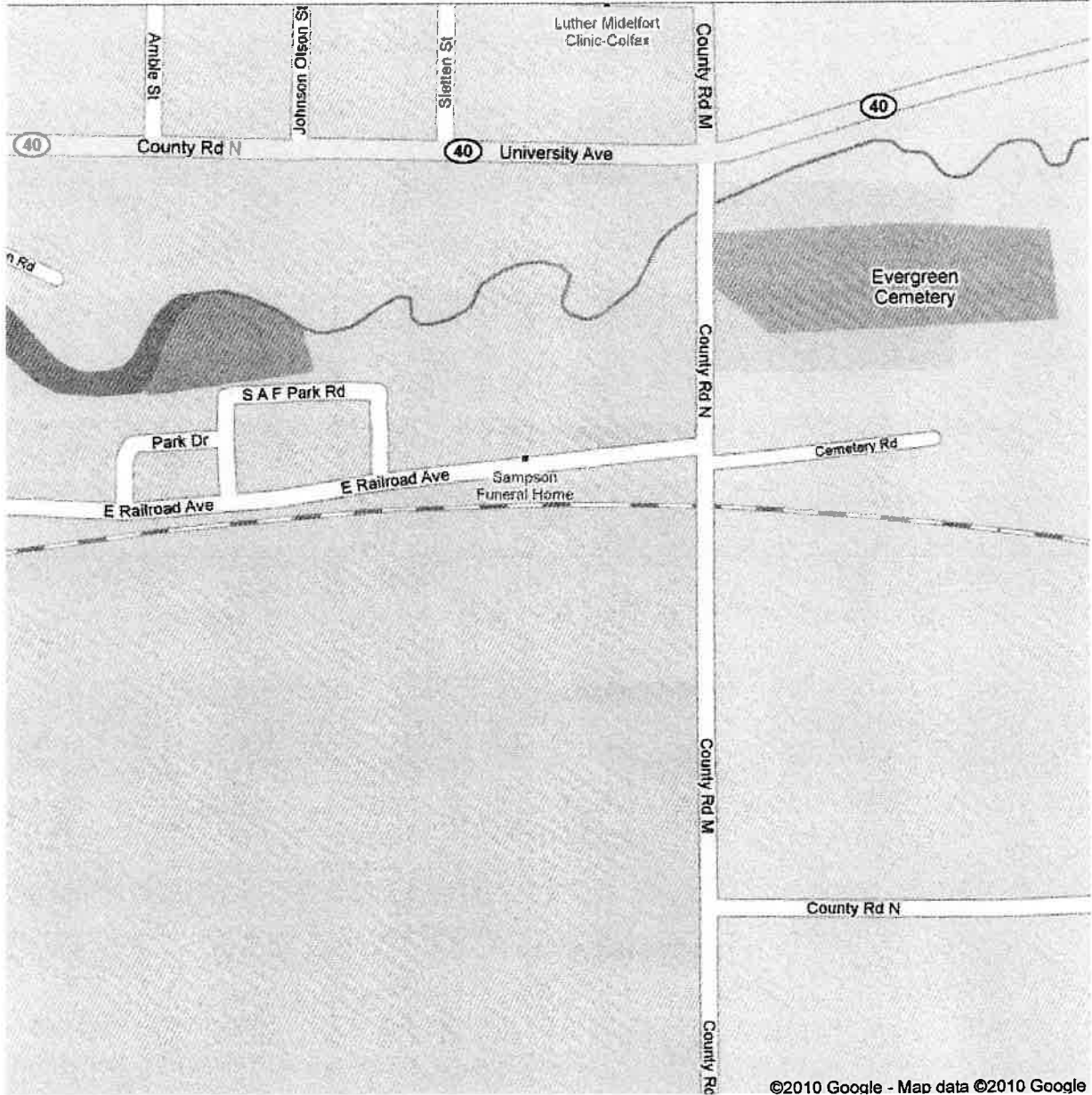
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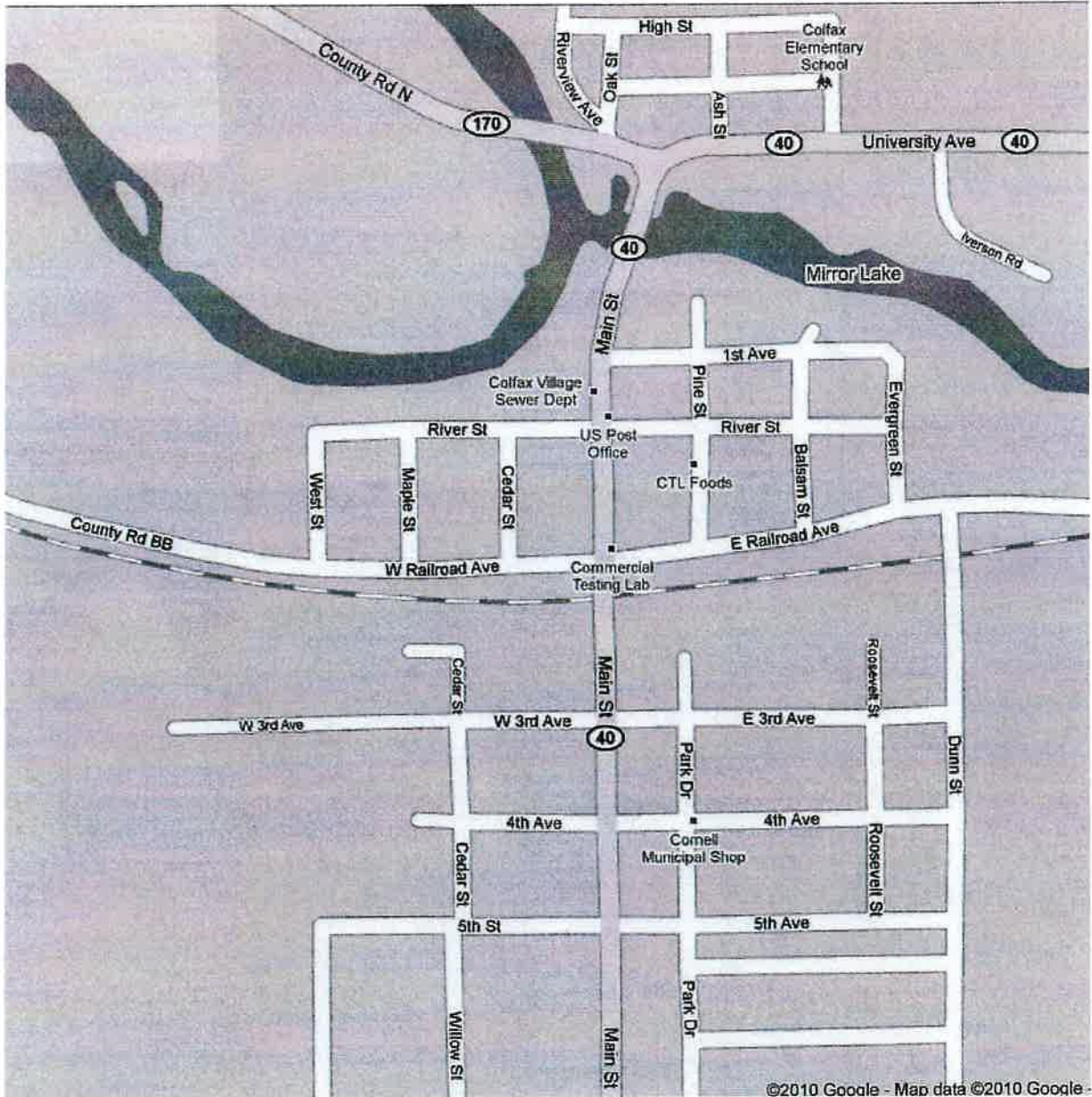


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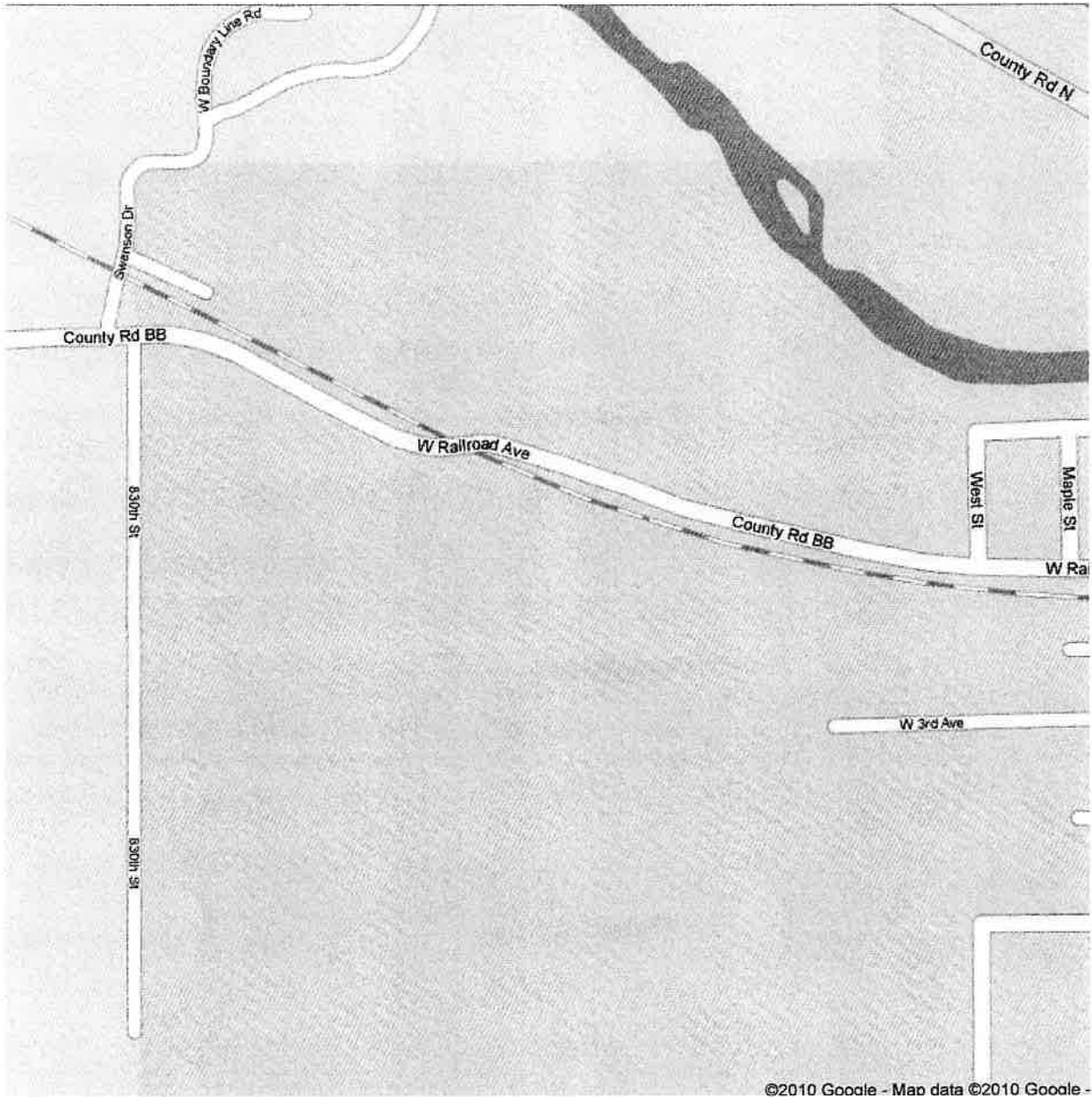


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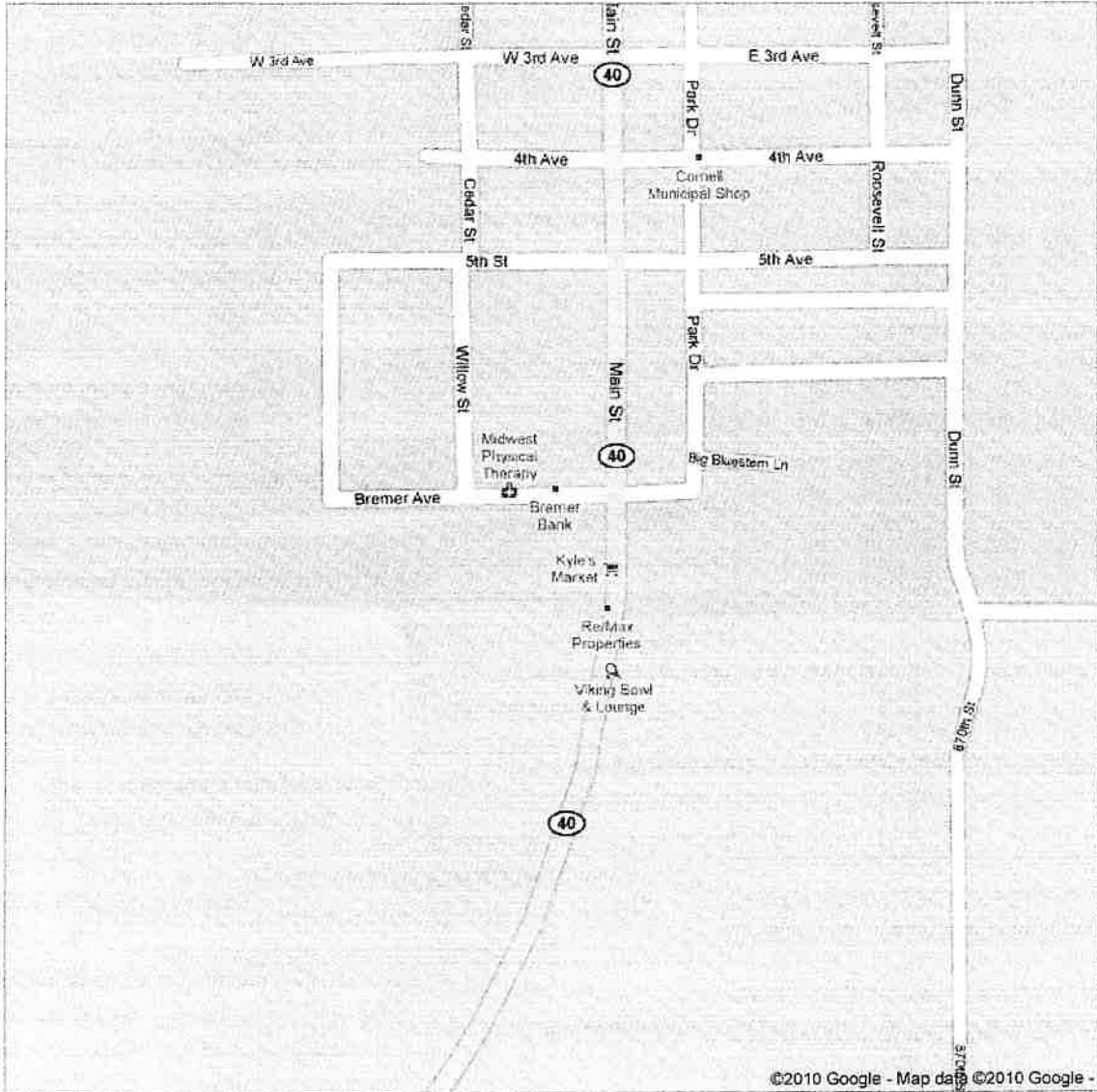

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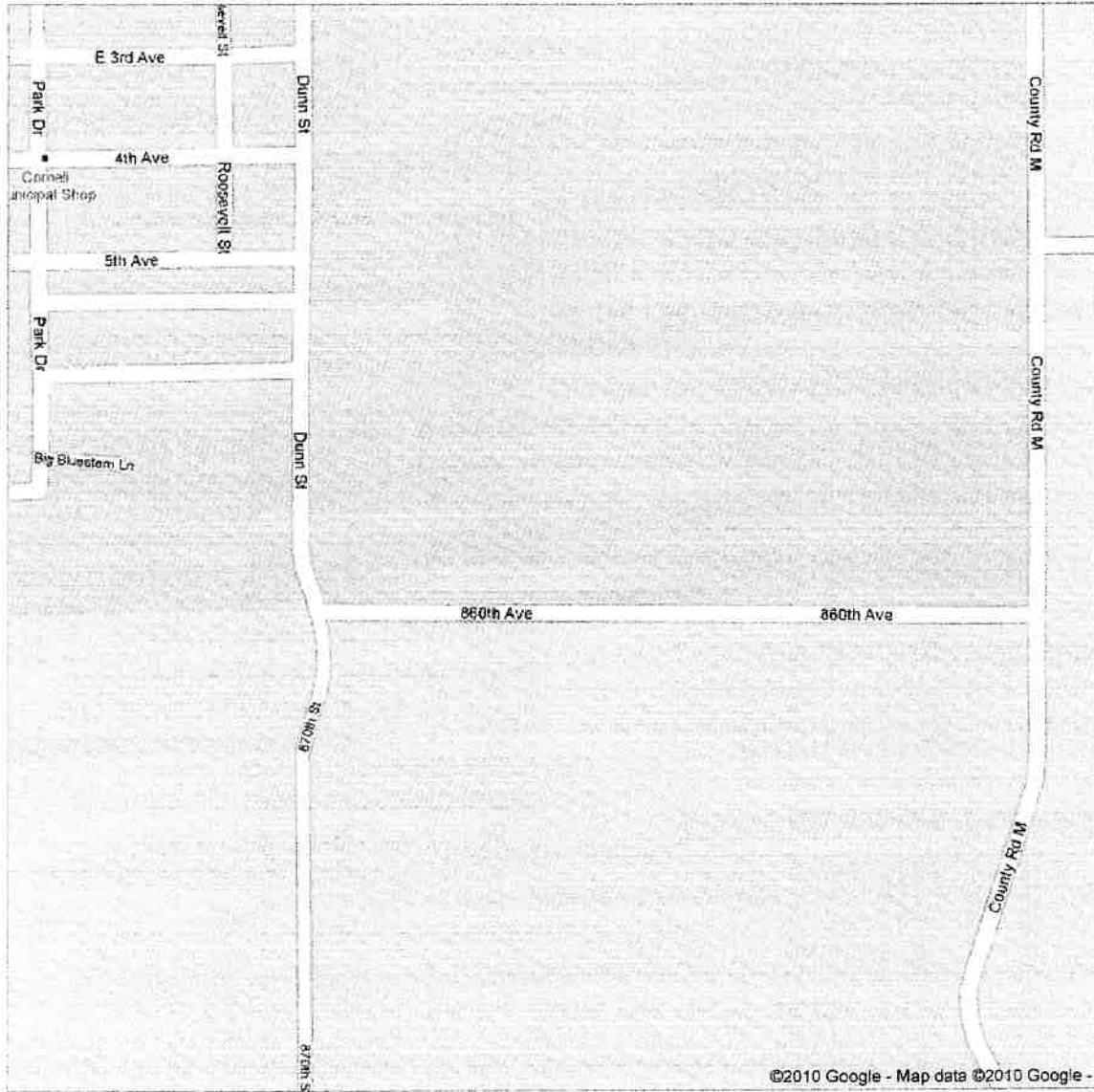

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Evacuation or Emergency Declaration

Purpose:

This document can serve as a template for local units of government and their first response organizations to legally authorize an evacuation. Additionally, it contains guidance to support the issuance of public information.

An evacuation order is a public document; this template is intended to assist local units of government by providing an outline for an emergency evacuation ordinance, resolution, or proclamation. The ordinance/resolution/proclamation is to serve as documentation for those ordering the evacuation. The evacuation order is not intended to take the place of the appropriate messages that should accompany and facilitate an evacuation.

Authority:

Order to evacuate incorporated areas may be issued through local ordinance, resolution, or proclamation by local officials and local governing bodies of any Wisconsin city, village or town. Dunn County has the authority to order an evacuation in unincorporated areas of Dunn County. Additionally, during a state of emergency, the Governor can issue such orders as he or she deems necessary, for the security of persons or property.

Assumptions:

Local units of government, including units of law enforcement and fire protection, will make the determination on whether to evacuate communities before, during, or following an emergency on a case-by-case basis.

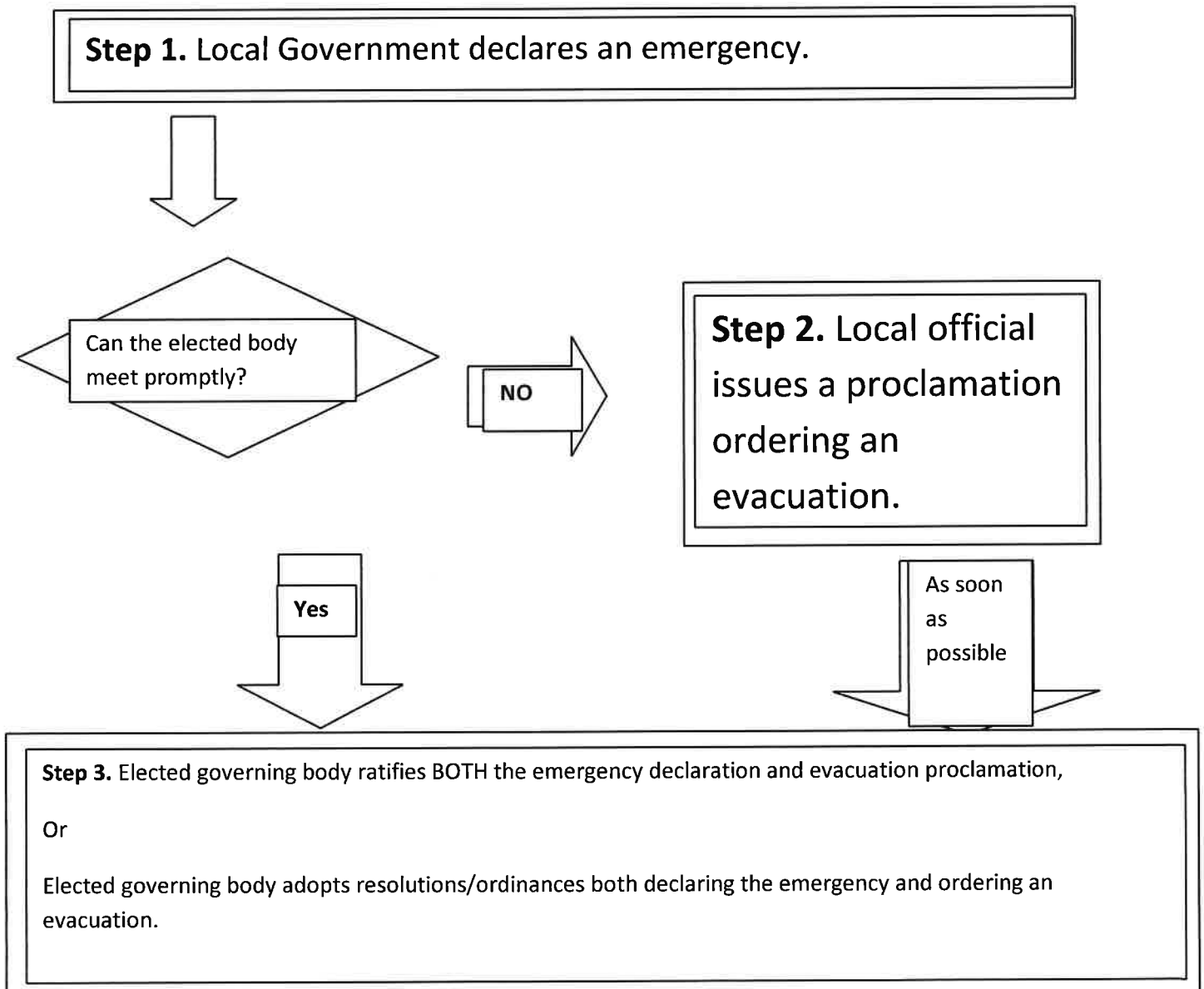
The decision to evacuate will depend on the nature, scope, and severity of the emergency; the number of people affected; and what actions are necessary to protect the public.

In certain circumstances, Dunn County may make recommendations as to whether a jurisdiction should evacuate and will assist in evacuation coordination efforts.

An evacuation is “necessary and expedient for the health, safety, welfare, and good order... for the good of the community.”

Operation:

The following process outlines the legal procedure for ordering/supporting an order to evacuate.



1st DRAFT March 2010, adopted: June 12, 2017, Reviewed 5/2018, Submitted for Review 5/2019, Reviewed 7/2021, 6/2022. SUBMITTED FOR REVIEW 6/1/2023

This legal process is outlined in WI. Stat. 323.14:

323.14 (3) & (4)-“the governing body of any county, city, village, or town is empowered to declare, by ordinance or resolution, an emergency...”

323.14(4)(a)- “The emergency power of the governing body...includes the general authority to order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, welfare, and good order of the county, city, village, or town in the emergency...”

323.14(4)(b) “If, because of emergency conditions, the governing body of the county, city, village, or town is unable to meet with promptness, the chief executive officer or acting chief executive officer ... shall exercise by or (2) which within the discretion of the officer appear necessary and expedient ... The proclamation shall be subject to ratification, alteration, modification, or subsequent action taken by the governing body shall not affect the prior validity of the proclamation.”

There is no statutory law in Wisconsin to order persons forcibly to leave their residences. But once evacuated, authorities may restrict re-entry to specific hazardous areas. Persons, although legally not required to comply with an evacuation order, should be informed that:

1. The evacuation is the best option for their protection,
2. Failure to evacuate (non-compliance) could result in serious injury or death,
and
3. Future opportunities to evacuate may not exist.

Step 1 – Declare an Emergency

Note – An emergency needs to be declared to allow local officials the ability to “... order, by ordinance or resolution, whatever is necessary and expedient for the health, safety, welfare and good order of the county, city, village, or town in the emergency...” (WI SS 323.01.323.11

Sample Text:**Declaration of a State of Emergency**

Whereas, a severe _____ event has occurred in the Village of Colfax effecting _____ (i.e.-several neighborhoods, blocks, municipal systems etc.); and

Whereas, emergency conditions exist that require a multi-agency, multi-jurisdictional response; and

Whereas some injuries have occurred, and ____ death(s) has been contributed to the incident; and

Whereas, the disaster has caused the commitment of all available resources to the affected areas; and

Whereas, the Village of Colfax is asking for Dunn County assistance and request the county seek state and federal disaster assistance on its behalf; and

Whereas, the state of emergency shall expire _____ hours after issuance; and

Be it resolved to protect the public peace, health, and safety, preserve lives and property, economic stability and ensure cooperation and coordination, a declaration of a local state of emergency are imposed; and

Be it further resolved that the Village of Colfax Board of Trustees be notified by the filing of a written declaration with the Village Clerk on the first regular business day following the declaration and the Village Clerk shall present the written declaration to the Village Board for ratification at its first regular meeting following such a declaration.

Set forth this day, the _____ of _____ 20xx

Village Administrator/Clerk/Treasurer

Village President

Step 2 – Issue a Proclamation ordering an Evacuation

Note-The presumption that a written proclamation is needed to expedite legal support for an evacuation is based on the idea that the local governing body cannot meet the promptness to pass a resolution/ordinance ordering an evacuation.

Sample Text:

Proclamation of Order to Evacuate

Recent events including _____ have resulted in _____ affecting the following areas_____. The effects of _____ are _____. (Further situational descriptive information goes here i.e. concerns for dam failures are being monitored.)

Under Wisconsin State Statute 323, elected officials of counties, cities, villages, and towns are granted “the general authority to order, whatever is necessary and expedient for the health, safety, welfare and good order of the county, city, village, or town in emergency...”

It is at this moment proclaimed that EVACUATION of all/part of the Village of Colfax is necessary and expedient for the health, safety, welfare, and good order to protect the public peace, preserve lives and property, and economic stability.

Now, therefore, the Village of Colfax issues this Order to Evacuate for the following area(s): (i.e., N, E, S, W, boundaries/areas directly abutting xxx / physical boundary description/areas apparent to be impacted by the hazard; and

Be it further ordered that the Village of Colfax board of trustees be notified by the filing of the written declaration with the Village of Colfax Clerk on the first regular business day following the declaration. The Village of Colfax Clerk shall present the written proclamation to the Village Board of Trustees for ratification at its first meeting following such a declaration.

Set forth this day, the ____ of _____, 20xx

Village Administrator/Clerk/Treasurer

Village President

Step 3-Adopt Resolutions/Ordinances supporting the declaration of emergency and evacuation proclamation:

Note-These sample resolutions are written under the premise that an emergency has been declared, and proclamation ordering and evacuation has been issued. If the local governing body is available to meet with promptness, these sample resolutions may need minor wording adjustments.

Sample text:

Resolution/Ordinance adopting Declaration of Emergency

Whereas the declaration of an emergency is the best option and is necessary and expedient for the health, safety, welfare and good order to protect the public peace, preserve lives and property, economic stability and ensure cooperation and coordination, the Village of Colfax ratified this proclamation declaration of emergency.

Set forth this day _____ of _____ 20xx

Village Administrator/Clerk/Treasurer

Village President

Evacuation Proclamations/Resolutions vs. Messages

One Function of the Proclamation and/or Resolution is to act as documentation for the organization issuing the evacuation order (because it is assumed evacuation measures will be ordered before the legal procedure can be acted upon). The document should clarify the intentions of the issuing agency and signify that the appropriate procedures are followed.

An evacuation Proclamation/Resolution clearly delineates:

- Who is ordering the evacuation?
- The hazard itself.
- The area to evacuate.

Evacuation is the best option for protection.

The function of evacuation messages is to encourage prescribed and appropriate action in a timely fashion. Information supporting evacuation procedures should be both simple and repetitive. Situations will arise during the evacuation that will need to be anticipated and addressed through the immediacy of the broadcast media.

Evacuation messages clearly delineate:

- Specific information pertinent to the purpose of the evacuation:
 - Who is ordering the evacuation?
 - The hazard itself.
 - The area to evacuate.
 - Evacuation routes/collection points
 - Where to evacuate to (registration point).
 - The window of time to accomplish the evacuation urgency.
- Evacuation is the best option for protection include potential dangers of non-compliance (the immediate threat posed to the population).
- Information to remind / assist /inform evacuees:
 - Materials to bring.
 - Estimated length of time the evacuation will take.
 - Where to get more information.

Dane CO Evacuation Plan – Appendix K
April 2009

Sample Evacuation Message Content:

This is an Order to Evacuate from (Dept / Organization Name).

A (hazard description) is threatening the following area(s):

- Area A (define area with clear, well know boundaries)
- Area B (define area with clear, well know boundaries)

Please use the following evacuation routes:

- From Area A – xxx.
- From Area B – yyy.

Persons should evacuate to:

- Specific locations including XXX (see Appendix F of this plan), or
- Locations derived by the specific conditions of the situation (i.e. locations at least xx miles away).

The evacuation will take place over the next XX hour(s) and should be completed by HHMM hrs. Once evacuees leave the area, they will not be allowed to re-enter.

Evacuation is the best option for persons to protect themselves. The immediate threat(s) of the hazard include:

- Describe serious bodily harm, and / or
- Describe expected impact on population.

Evacuees should bring:

- Wallet / Purse (including personal identification),
- House and car keys,
- Eyeglasses,
- Medications,
- Proper / Warm Clothing,
- Family pet(s), and
- Cash.

These supplies may need to last for an indefinite period of time. It is suggested that persons bring three days worth of personal supplies to meet their individual needs.

Persons who need additional assistance with special need should contact XXX at XXX.

More information will be released when known. Official information may be found at:

- Local television and radio stations,
- The Dane County Web-page (www.countyofdane.com),
- Other...

ACRONYMS AND DEFINITIONS

ACRONYMS AND DEFINITIONS USED IN EMERGENCY MANAGEMENT

- 1** **406 HAZARD MITIGATION PLAN** - A plan developed by the local unit of government to receive federal disaster assistance under Public Law 93-288. It outlines measures to be undertaken by the local unit of government to reduce the degree of long-term risk to human life and property from natural and man-made disasters
- 9-1-1** An emergency telephone number which puts the caller in touch with an emergency dispatch center.
- A** **AFTER ACTION REPORT** – A written summary of what went well in an incident and what needs improvement.
- ALERTING LIST** - A list with names and contact numbers used to advise key officials and emergency operating staff of the possibility of an emergency situation.
- ALS** Advanced Life Support
- ARC** American Red Cross
- ARES** Amateur Radio Emergency Services
- B** **BIODOOPHTE** – Bioterrorism, Other Infectious Disease Outbreaks and Other Public Health Threats and Emergencies
- BLS** Basic Life Support
- BNEM** Barron County Emergency Management Public Safety Radio Repeater
- BNICE** Biological, Nuclear, Incendiary, Chemical, Explosive (A term used in anti-terrorism planning)
- BOMB SQUAD** – A special tactical team trained to defuse explosive devices.
- C** **CAMEO** Computer Aided Management of Emergency Operations; a software program for hazardous materials planning.
- CAP** Civil Air Patrol
- CAS** Chemical Abstract Number
- CB** Citizens Band radio
- CBRNE** Chemical, Biological, Radiological, Nuclear and Explosive Acronym used in anti-terrorism planning.
- CDC** Centers for Disease Control and Prevention in Atlanta, Georgia
- CEB (COUNTY EMERGENCY BOARD)** - County agricultural committee which meets to determine crop damage and production losses.
- CERCLA** Comprehensive Environmental Response Compensation and Liability Act
- CERT** Community Emergency Response Team
- CFR** Code of Federal Regulations
- CHEMTREC** Chemical Transportation Emergency Center (800-424-9300)

ACRONYMS AND DEFINITIONS

- CISD** Critical Incident Stress Debriefing
- CLEAN SWEEP PROGRAM** – An organized campaign to collect and properly dispose of toxic or hazardous household chemicals (pesticides, solvents, paints, etc.).
- CLEM** Clark County Emergency Management Public Safety Radio Repeater
- CODE RED** Mass Notification System for wireline and wireless telephones.
- CONGREGATE CARE** - Same as Shelter or Mass Care.
- CONPLAN** – The federal government's Concept of Operations Plan for response to a terrorist event.
- CONSEQUENCE MANAGEMENT** – Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.
- COUNTYWIDE HAZMAT / STRATEGIC PLAN** – Also known as the County Hazmat Plan, Countywide Hazardous Materials Plan, Countywide Hazmat/Capability Assessment and Strategic Plan.
- CRISIS COUNSELING** - Professional psychiatric or psychological services provided to victims and responders of a major disaster in order to relieve mental health problems caused by or aggravated by such disaster or its aftermath.
- CRISIS MANAGEMENT** – Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

- D** **DAC (DISASTER APPLICATION CENTER)** - A facility established after a Federal Disaster Declaration, located near the disaster area, to provide victims with a "one stop" means to learn what emergency assistance they are eligible for. It will usually be open for a limited time and is staffed by representatives of local, state, and federal governmental agencies, private sector organizations and certain representatives of the private sector. Now called Disaster Recovery Center (DRC).
- DAMAGE ASSESSMENT** – A process of describing in general terms the location, nature, and severity of damage sustained by the public and/or private sectors in an emergency or disaster and estimating the cost of repair and restoration/replacement.
- DAMAGE ASSESSMENT TEAM** - A group of qualified and trained individuals who conduct an assessment to determine the extent of damage and the estimated cost of repairs or restoration/replacement.
- DATCP** Department of Agriculture, Trade & Consumer Protection (state agency)
- DFO (DISASTER FIELD OFFICE)** - A facility normally near the disaster location established by the Federal Coordinating Officer and utilized to coordinate federal and state efforts in support of the disaster relief and recovery operations.

ACRONYMS AND DEFINITIONS

DHS	Department of Homeland Security (federal agency)
DHS	Department of Health Services (state agency)
DIRECTION AND CONTROL	- Overall operational control and/or coordination of emergency operations, whether it be the direction of field resources or the coordination of joint efforts of governmental and private agencies in the support of field operations.
DISPATCH CENTER	- The location where radio communication coordination and direction takes place. May also be referred to as Communications Center, 911 Center, Com Center.
DMA	Department of Military Affairs (state agency)
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DNR	Department of Natural Resources (state agency)
DO	Duty Officer
DOA	Department of Administration (state agency)
DOJ	Department of Justice (federal agency)
DOT	Department of Transportation (state agency)
DPI	Department of Public Instruction (state agency)
DRC	Disaster Recovery Center. See DAC.
DUEM	Dunn County Emergency Management Public Safety Radio Repeater
DWD	Department of Work Force Development (state agency)
E	
E 9-1-1	Enhanced 9-1-1 System. Address location of the caller automatically comes up on screen upon receiving a 9-1-1 call in the Dispatch Center.
EAS (EMERGENCY ALERT SYSTEM)	- A network means to communicate to the populace through the local broadcast stations in the event of an emergency or disaster.
EBS	Emergency Broadcast System. See EAS.
ECB	Educational Communications Board
ECEM	Eau Claire County Emergency Management Public Safety Radio Repeater
EHS	Extremely Hazardous Substance
EMAC (EMERGENCY MANAGEMENT ASSISTANCE COMPACT)	-A state-to-state mutual aid agreement.
EMI	Emergency Management Institute at Emmitsburg, Maryland (a FEMA national training facility).
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
EOC (EMERGENCY OPERATING CENTER)	- A designated room or area where governmental officials can gather to conduct operations during an emergency
<u>EOC</u>	<u>Executive On Call</u>

ACRONYMS AND DEFINITIONS

EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (federal agency)
EPCRA	(EMERGENCY PLANNING AND COMMUNITY RIGHT-TO-KNOW ACT) – Federal legislation which requires local communities to prepare for emergencies related to hazardous materials releases through development of off-site emergency response plans for fixed facilities that meet threshold levels of certain extremely hazardous substances (also known as Title III of the Superfund Amendments and Reauthorization Act, or SARA).
EPI	(EMERGENCY PUBLIC INFORMATION) - Information disseminated to the public by official sources during an emergency, utilizing broadcast and print media.
EPNFS	Emergency Planning Notification Fee Statement. Facility using or storing certain extremely hazardous substances at Threshold Planning Quantities or above must file this form and pay a one-time fee to Wisconsin Emergency Management under EPCRA.
EMERGENCY SHELTER	- A facility provided to persons who have been evacuated from their homes because of an impending disaster or whose homes have been severely damaged due to a disaster. Often a school or community building.
EPA	Environmental Protection Agency (federal agency)
EPCRA	Emergency Planning and Community Right-to-Know Act, sometimes also referred to as SARA.
EPS	Emergency Police Services
ERT	Emergency Response Team. Sometimes referred to as a SWAT team.
ESF	Emergency Support Function
E-SPONDER	– <u>Wisconsin Emergency Management website provided for the exclusive use of Government and private agencies and their employees with a mission directly related to the safety and security of the State of Wisconsin and its constituent jurisdictions.</u>
ESSENTIAL FACILITIES	- Facilities that are essential for the maintaining the health, safety, and overall well-being of the public following a disaster (e.g. hospitals, police and fire stations, utility buildings, etc. May also include buildings that have been designated for use as mass care facilities (e.g. churches, schools, etc.).
EVACUEE	An individual who moves or is moved from a hazardous area to a less hazardous area with anticipation of return when the hazard abates.
F	
FAA	Federal Aviation Administration (federal agency)
FBI	Federal Bureau of Investigation (federal agency)
FCC	Federal Communications Commission (federal agency); handles radio frequency license applications/renewals.
FCO	(FEDERAL COORDINATING OFFICER) - The individual representing the federal government at the Disaster Field Office (DFO).

ACRONYMS AND DEFINITIONS

Responsible for coordinating all federal disaster assistance programs to sure their maximum effectiveness and take appropriate action to help local citizens and public officials obtain the assistance to which they are entitled under a Presidential Disaster Declaration.

FEMA Federal Emergency Management Agency (federal agency)

FIRM Flood Insurance Rate Map

FRP Federal Response Plan

FSA Farm Service Agency (federal agency with local offices at the county level)

FTE (FULL-TIME EQUIVALENT EMPLOYEE) – a unit of measure to identify an individual employed who received wages for 2000 hours per calendar year.

G **GIS (GEOGRAPHIC INFORMATION SYSTEM)** – a system for collecting, storing, analyzing and disseminating information using base maps and thematic layers which are linked together by spatial reference points.

GMT Greenwich Mean Time

GPS Global Positioning System. A means of determining location on the earth's surface through triangulation of three orbiting satellites. Usually given in degrees longitude and latitude.

H **HAZARD** - Any source of danger or element of risk.

HAZMAT Hazardous materials.

HAZMAT TEAM – Hazardous Materials Response Team established to respond to hazardous materials releases.

HRSA Health Resources and Services Administration (federal agency)

HF High Frequency

I **I&G MEMO** Information and Guidance Memo. A series of memos issued by Wisconsin Emergency Management providing administrative, operational and programmatic information.

IAP Individual Agency Plans

ICP Incident Command Post

ICS (INCIDENT COMMAND SYSTEM) – A management system consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency.

INCIDENT COMMAND POST – The individual responsible for management of all incident operations.

IDRG Interagency Disaster Recovery Group

IFGP (INDIVIDUAL AND FAMILY GRANT PROGRAM) - A federal disaster program that addresses a disaster victim's immediate needs

ACRONYMS AND DEFINITIONS

- following a disaster; now combined with the Housing Program and called IHP.
- IHP (INDIVIDUAL HOUSING PROGRAM)** - A federal disaster program that addresses a disaster victim's immediate needs, including housing, following a disaster; formerly called IFGP.
- J**
- JAEM** Jackson County Emergency Management Public Safety Radio Repeater
- JOC (JOINT OPERATIONS CENTER)** – Operations center set up by the FBI to coordinate the response to a terrorist event.
- JIC (JOINT INFORMATION CENTER)** - A location set up during emergency where emergency information is gathered and released to the media under the auspices of the Public Information Officer (PIO). The JIC is usually located in proximity to the disaster area but outside the immediate danger zone and provides consistent information about the incident and the response actions provided. Media briefings may also be conducted from the JIC.
- L**
- LCEM** La Crosse County Emergency Management Public Safety Radio Repeater
- LEPC** Local Emergency Planning Committee
- LOS** Line of Succession
- M**
- MARC** Mutual Aid Radio Channel
- MASS CARE FACILITY** - A location such as a school at which temporary lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services can be provided to disaster victims.
- MCC (MOBILE COMMAND CENTER)** – A vehicle that is equipped with communications equipment and space for the command group to operate. The vehicle can be maneuvered near an incident scene.
- MITIGATION** - Efforts undertaken to reduce or lessen the effect of a particular hazard.
- MMRS (METROPOLITAN MEDICAL RESPONSE SYSTEM)** – Special medical response team set up in the 120 Nunn-Lugar Program cities. These include Milwaukee and Madison in Wisconsin.
- MOU** Memorandum of Understanding
- MSAG** Master Street Address Guide
- MSDS** Material Safety Data Sheet
- MUTUAL AID AGREEMENT** – An agreement that calls for reciprocal aid during time of need given by and to those who have entered into the agreement. Can be either written or oral.
- N**
- NAWAS** National Warning System

ACRONYMS AND DEFINITIONS

NDMS (NATIONAL DISASTER MEDICAL SYSTEM) – a nationwide mutual aid network between the federal and non-federal sectors that includes medical response, patient evacuation, and definitive medical care.

NFIP National Flood Insurance Program

NGO Non-Government Organization

NIMS National Incident Management System

NOAA National Oceanic and Atmospheric Administration (federal agency)

NPS National Pharmaceutical Stockpile; now known as the National Strategic Stockpile.

NRC National Response Center

NSS National Strategic Stockpile

NWS National Weather Service (federal agency)

- O**
- OJA** Office of Justice Assistance (state agency)
 - OJP** Office of Justice Programs within the US Dept. of Justice (federal agency)
 - OPA-90** Oil Pollution Act of 1990
 - OSHA** Occupational Safety and Health Administration (federal agency)

- P**
- PAC** Public Assistance Coordinator
 - PCEM** Pierce County Emergency Management Public Safety Radio Repeater
 - PDA** Preliminary Damage Assessment
 - PEEM** Pepin County Emergency Management Public Safety Radio Repeater
 - PIO (PUBLIC INFORMATION OFFICER)** - The person who coordinates the gathering and release of information pertaining to an emergency or disaster.
 - PL** Public Law
 - POPULATION PROTECTION** - Protection that is provided for which may be either in place, or by evacuation to those confronted by a life-threatening hazard.
 - POW** Plan of Work
 - PREPAREDNESS** - Planning that prepares a jurisdiction for response to an emergency or disaster.
 - PRESIDENTIAL DISASTER DECLARATION** - A declaration that provides certain federal financial assistance to individuals and/or state and local units of government as a result of damage sustained. The declaration is requested by the Governor of the state on behalf of the local unit of government where the disaster occurred.
 - PSA (PUBLIC SERVICE ANNOUNCEMENT)** - Media announcements usually of ten, twenty, or thirty second duration that provide timely

ACRONYMS AND DEFINITIONS

- information to the public. Normally provided by the media as a public service (without charge).
- PSC** Public Service Commission (state agency)
- PSAP (PUBLIC SERVICE ANSWERING POINT)** – Central dispatch location for 9-1-1 radio communications.
- R**
- RACES** Radio Amateur Civil Emergency Services
- RECOVERY** - Post-response operations that continue until all systems return to normal or near normal.
- RE-ENTRY** - The return to an area after an evacuation.
- REGIONAL OFFICE** – One of Wisconsin Emergency Management's six field offices located throughout the state. Usually co-located with Wisconsin State Patrol, with the exception of the SW Regional Office, which is co-located with the Department of Military Affairs.
- REP** Radiological Emergency Planning
- RESOURCE MANAGEMENT** – The act of managing resources in order to gain the greatest sustained yield without overuse or abuse of the resource.
- RESPONSE** - The action that occurs during and immediately following an emergency or disaster to provide assistance to the victims and reduce likelihood of secondary damage to property.
- RQ** Reportable Quantity
- RTAC** Regional Trauma Advisory Council
- RUMOR CONTROL** – A method of authenticating and coordinating all media releases.
- RURAL ADDRESSING** - The four or five digit number address number system used with road names in rural areas of a county to facilitate the locating of residents for emergency response purposes.
- S**
- SAME** Specific Area Message Encoder
- SAR** Search and Rescue
- SARA** Superfund Amendments and Reauthorization Act, sometimes also called EPCRA.
- SBA** Small Business Administration (federal agency)
- SCEM** St. Croix County Emergency Management Public Safety Radio Repeater
- SCM (SURVIVAL CRISIS MANAGEMENT)** – The ability of local, state, and federal governments to survive and continue to direct and control emergency operations and continue to govern in the event of a disaster.
- SCO (STATE COORDINATING OFFICER)** - The individual representing state government at the Disaster Field Office (DFO). Responsible for coordinating with the Federal Coordinating Officer all disaster assistance programs to sure their maximum effectiveness and

ACRONYMS AND DEFINITIONS

take appropriate action to help local citizens and public officials obtain the assistance to which they are entitled under a Presidential Disaster Declaration.

SDS Safety Data Sheet

SEOC State Emergency Operations Center

SEOP State Emergency Operations Plan

SIC CODE (STANDARD INDUSTRIAL CLASSIFICATION CODE) – a numerical code that defines the activity that a facility, type of business, or industry is categorized under.

SITREP Situation Report

SOG (STANDING OPERATING GUIDANCE) – Same as SOP.

SOP (STANDING OPERATING PROCEDURE) - A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without the loss of effectiveness. Sometimes also referred to as SOG.

SPECIAL NEEDS GROUP – People who require special consideration or attention because of their age, language, physical handicaps or other limiting conditions who are unable to properly care for themselves during times of emergency.

STAFFORD ACT – The Robert T. Stafford Disaster Relief and Emergency Assistance Act.

STAGING AREA - An assembly area for manpower and equipment before dispatching to the actual emergency or disaster scene.

SWAT Special Weapons and Tactics.

SWAT TEAM - A law enforcement special operations team of people and equipment.

T

TCMPA Terrorism Consequence Management Preparedness Assistance, also known as Terrorism Assessment.

TIME Transaction Information for Management of Enforcement (Law Enforcement Teletype System)

THIRA Threat Hazard Identification and Risk Assessment

TPQ Threshold Planning Quantity

TREM Trempealeau County Emergency Management Public Safety Radio Repeater

U

UDSR (UNIFORM DISASTER SITUATION REPORT) – A Wisconsin Emergency Management standard report that summarizes disaster damages and status at the local and county level.

US&R Urban Search and Rescue

USDA United States Department of Agriculture (federal agency)

USGS United States Geological Survey (federal agency)

UW University of Wisconsin

ACRONYMS AND DEFINITIONS

V	VA	Veterans Administration (federal agency)
	VHF	Very High Frequency
	VOAD	Volunteer Organizations Active in Disasters
	VMAT	Veterinary Medical Assistance Team
W	WCIA	West Central Interoperability Alliance
	WEM	Wisconsin Emergency Management (state agency)
	WEMA	Wisconsin Emergency Management Association
	WHOPRS	Wisconsin Hazmat Online Planning & Reporting System
	WICORTS	Wisconsin Committee on Radio Tower Sites
	WIICS	Wisconsin Interagency Incident Command System
	WISCOM	Wisconsin state-wide, VHF, P25, digital radio network
	WISCONSIN DISASTER FUND	<u>This funding is made available when the state or counties are denied Federal disaster assistance or do not meet the Federal eligibility criteria. Communities that meet an established per capita threshold in damages can request assistance through the County Emergency Management Director, who applies to the Administrator of Wisconsin Emergency Management. Funding is intended to help local government units recover from disasters.</u>
	WISPERN	Wisconsin Police Emergency Radio Network (called MNSEF in Minnesota)
	WMD	Weapons of Mass Destruction
WSP	Wisconsin State Patrol (state agency)	
WWTP	Wastewater Treatment Plant	
X		
Y		
Z	ZULU	Military term for GMT (Greenwich Mean Time)

2023 Proposed Rates	2022 2023	
BLS Base Rate	\$1,094.09	\$1100.65
BLS Non-Resident Base Rate	\$1,304.24	\$1,312.07
ALS Resident Base Rate	\$1,356.77	\$1,364.91
ALS Non-Resident Base Rate	\$1,461.84	\$1,470.61
Mileage Resident/per loaded mile	\$24.04	\$28.70
Mileage Non-Resident/per loaded mile	\$25.90	\$30.93
Refusal	\$500.00	\$503.00
School Standby	\$75.38	\$75.83
EMT At Event/Hour	\$35.18	\$35.39
Ambulance Standby at Private Event/Hour	\$40.20	\$40.44
1 Sided House #	\$11.06	\$11.27
2 Sided House #	\$13.07	\$13.32
Copies 1-25	\$1.04	\$1.27
Copies 26-50	\$0.76	\$0.95
Copies 51-100	\$0.51	\$0.62
Copies 101+	0.57	\$0.37
Actual Cost of Postage		
standard envelope		\$0.13
large first class Tyvek envelope		\$1.39
Certification (THIRD PARTY)	\$8.26	\$10.04

SCHEDULE OF FEES FOR PUBLIC WORKS	
EQUIPMENT	RATE
CHAIN SAW	\$20.00
GAS TRIMMER	\$20.00
JOHN DEERE MOWER (1 HOUR MINIMUM)	\$25.00
JOHN DEERE MOWER/TRACTOR (1 HOUR MINIMUM)	\$45.00
TRACK LOADER - SKID STEER (1 HOUR MINIMUM)	\$70.00
TRUCK - STREETS (1 HOUR MINIMUM)	\$70.00
TRUCK WITH PLOW (1 HOUR MINIMUM)	\$70.00
DUMP TRUCK (1 HOUR MINIMUM)	\$70.00
DUMP TRUCK - SANDING (1 HOUR MINIMUM)	\$80.00
TRUCK WATER/SEWER (1 HOUR MINIMUM)	\$70.00
TRUCK WITH BLOWER (1 HOUR MINIMUM)	\$70.00
ENDLOADER (1 HOUR MINIMUM)	\$120.00
JETTER (PER TIME NOT HOURLY)	\$150.00
LABOR (RATES INCLUDE FRINGE BENEFITS)	
DIRECTOR OF PUBLIC WORKS PER HOUR	\$40.00
PUBLIC WORKS LABORER PER HOUR	\$30.00
RECOMMEND ADDING	
SQUAD CAR	

1ST DRAFT March 2010, adopted: June 12,2017, Reviewed 5/2018, Submitted for Review 5/2019, Reviewed 7/2021, 6/2022.SUBMITTED FOR REVIEW 6/1/2023

POLICE CHIEF	
POLICE OFFICER	
ADMINISTRATOR CLERK TREASURE HOURLY RATE	
DEPUTY CLERK TREASURER HOURLY RATE	
BOARD MEMBERS HOURLY RATE	
EACH YEAR, INDEPENDENT SECTOR GATHERS DATA AND CONDUCTS RESEARCH ON VOLUNTEERISM	
IN THE NONPROFIT SECTOR. THE RESULT OF THAT RESEARCH PROVIDED NONPROFITS A WAY TO CALCULATE THE VALUE	
OF VOLUNTEER TIME. AS OF APRIL 2023, THEIR ESTIMATED VALUE OF EACH VOLUNTEER HOUR IS CURRENTLY \$31.80.	